## MINNESOTA STATE CAPITOL

February 14, 2006

## **Attendees:**

State Architect's Office: Linda Kane

CAAPB: Nancy Stark HGA: Michael Bjornberg

# Agenda items

## **Contractual:**

Final Schematic Design Contract

• B-1 Attachment

**Draft Asset Preservation Contract** 

# **Organizational:**

Project Directory Update
Communication Plan
Background Documents Status
Kick-Off Meetings: Small Group/Big Group

- Key Participants
- Location and Duration
- Programming Schedule/ Format Building Access/Parking/Notification Meeting with Rep. Matt Dean?

## **Press Release Information/Process:**

Content Approval



PROJECT: Minnesota State Capitol Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: February 15, 2006

**MEETING** 

Purpose: Project Planning Meeting #1

Date: February 14, 2006 Time: 8:30 a.m.

Location: CAAPB Offices

PRESENT: Linda Kane 651.201.2382 Linda.kane@state.mn.us

Nancy Stark 651.296.1162 Nancy.stark@state.mn.us
Paul Mandell 651.296.6719 Paul.mandell@state.mn.us
Michael Bjornberg 612.758.4385 Mbjornberg@hga.com

COPIES: Those Present

Becky Greco 612.758.4220 bgreco@hga.com Robert Loversidge 614.628.0300 rdl@sca-ae.com

Item Action By Due

#### 1. **Purpose.**

The purpose of this meeting was to review progress to date, discuss the Contract status, and develop a project plan.

#### 2. Contract Status.

HGA provided the State with a modified B1 Attachment for review.

Linda Kane noted that the Schematic Design Contract would be available by weeks end (she was to send it via Courier to HGA's offices.)

Linda also noted that she is currently working on the Asset Preservation Contract and that it would be available soon.

State

State to confirm list

#### 3. Communication Plan.

There was discussion about the communication for this project. It was determined that there would be a variety of mailing groups for distribution of project information: Steering Committee, Advisory Committee and Tenant Committee. The day-to-day communication would include the Steering Committee and the key Consultant Team members.

## Potential Committees and Members.

The State provided HGA with a handout of potential groups and participants to the process. The following names were suggested for the **Steering Committee (7)**:

Nicky Giancola (Dept of Administration)

Linda Kane (State Architects Office)

Kath Ouska (State Architects Office)

Bev Kroiss (Real Estate Management Division)

Nancy Stark (Capitol Area Architectural. & Planning Board)

Paul Mandell...(Capitol Area Arch. & Planning Board)

Carolyn Kompelien (Minnesota Historical Society).

The suggested names for the **Advisory Committee** (21)

include those listed above and:

Gordy Specht (Plant Management Division)

Mark Buechel (Minnesota Historical Society)

Bob Schroeder (Governor's Office)

Pat Flahaven (Senate)

Jim Greenwalt (Senate)

Peter Watson (Senate)

Sven Lindquist (Senate)

Gail Romanowski (House)

Don Crosby (House)

Peggy Lexau (Finance)

Sen. Dennis Fredrickson (?) (Senate) was involved in pre-design

Sen. Ann Rest (?) (CAAPB Board member)

Rep. Matt Dean (?) Architect

Rep. Alice Hausman (?) Leader St Paul Delegation

Plus an additional member representing O.E.T.

The suggested names for the **Tenant Committee** (18) are:

Rebecca Spartz (Attorney General's Office)

Steve Adair (Services for the Blind)

Lt. Mary Schroeder (Capitol Security)

(?) (Capitol Café)

Margot Imdieke (Council on Disability)

(?) (Press Corps)

Sue Dosal (Judicial)

Carolyn Kompelien (Minnesota Historical Society)

Bev Kroiss (Real Estate Management Division)

Jim Greenwalt (Senate)

Peter Watson (Senate)

Bob Schroeder (Governor's Office)

Gail Romanowski (House)

Don Crosby (House)

Linda Kane (State Architects Office)

Paul Mandell (Capitol Area Architectural. & Planning Board)

Gordy Specht (Plant Management Division)

(?) (Office of Enterprise Technology)

## 4. Project Directory.

State

It was noted that HGA has begun to develop a Project Directory (included in the "Go Book.". The State will provide additional information for HGA incorporation into the Directory

## 5. **Project Meetings.**

It was agreed to schedule weekly planning meetings. These would include (from the State): Linda Kane, Nancy Stark and Paul Mandell, (from the Consultants) Michael Bjornberg and tbd. These meetings are scheduled for Mondays at 1:30 at the office of the CAAPB.

The first Project kick-off meetings will be scheduled for the last week of February. The following meetings are tentatively scheduled:

Steering Committee: March 28 at 9:00 a.m. @ TBD.

Team

Advisory and Tenant Committees: (TBD.)

State

Other potential meetings to occur:

Rep. Matt Dean (call to get on calendar)

House Leader Steve Sviggum March 2 @ 9:45 a.m.

HGA

Gordy Specht – to secure clearance and security badges.

#### 6. Background Documentation.

Linda Kane noted that MDA has sent disks of the building backgrounds. The State is copying the disks for Consultant team use.

State

There was discussion about talking to Nina Archibal (MHS) to provide a set of original documents for this project's use.

Linda Kane noted that LKPB is completing a comprehensive update of the M&E systems. This information will be available soon.

State

| 1 age | •  |             |             |
|-------|--|-------------|-------------|
|       | Item   | Action By I | <b>)</b> ue |
|       | The State also provided a variety of additional information for use:   | Info only   |             |
|       | Minnesota Legislature Members Directory,   |             |             |
|       | ADA Survey (dated July 1993,)  |             |             |
|       | Minnesota State Capitol , A Comprehensive Preservation Plan & Implementation Strategy (dated January 1988,)  |             |             |
|       | Updated Building Program information (dated June 2001,)  |             |             |
|       | Pre-Design Revisions (dated 9/2001,)   |             |             |
|       | Pre-Design Budget Estimate (dated 7/3/2001,)   |             |             |
|       | Miscellaneous Pre-Design Comments,   |             |             |
|       | Draft CAAPB Schedule (dated 2/1/2006,)   |             |             |
|       | Letter addressing Supreme Court accessibility (1/24/2006.)   |             |             |
| 7.    | Building Access/Parking/Notification Procedures.   |             |             |
|       | Building Access.  There was discussion about building access policy. It was noted that the Consultant Team would need to get security clearance and security badges. These can be acquired through Gordy Specht (Plant Management Division) – it was noted that information is likely required such as full name and birth date. HGA to set up this with Gordy Specht.  Parking.  It was noted that it may be possible to secure one spot at the Capitol for the Consultant Team. HGA to follow up on this.  Notification Procedures.  This would also be discussed with Gordy Specht and Building Security. HGA will institute a notification policy when planning to be in the building. | HGA<br>HGA  |             |
| 8.    | Legislative Calendar.  | Info only   |             |
|       | It was noted that Legislature is busiest the 2 <sup>nd</sup> and 3 <sup>rd</sup> week of May - so no critical review meeting should be planned for this time period.   |             |             |
| 9.    | Press Release.   |             |             |
|       | We discussed a potential Press release and agreed that there would be no Release until the Contract has been signed. The State noted that the Press Release should address the Design portion of the services, in that is the awarded services for this project. The State has requested review of the press statement prior to release.   | HGA         |             |
| 10.   | Other items.   |             |             |
|       | The State has requested an updated Team member list.   | HGA         |             |
|       | CAAPB has requested that HGA print a set of the MDA  | HGA         |             |
|       |  |             |             |

Minnesota State Capitol Restoration February 15, 2006 Page 5

Item Action By Due

background drawings for their use.

11.

The next meeting is scheduled for (February 28th @ 9:00 a.m.).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

# Minnesota state capitol kick-off meeting agenda february 17, 2006

Contract Status

State to send to HGA for signing

Schedule Review/ Discussion

6 week look aheads

Work Plan – HGA/SCA

*Need to develop plan with deliverables responsibility* 

**Background Documentation** 

Handout

Team Directory (client)

State has requested HGA list

**Building Security Procedures** 

*Full Name and Birth date required (\$7.00 for badge, \$10.00 for key card )* 

Steering Committee meeting

Mondays @1:30 at CAAPB Weekly (Linda Kane, Nancy Stark, Paul Mandell)

Plan for SCA Visit

*February 27 – March 2* 

Steering Committee kick-off meeting Tuesday February 28 @ 9:00 a.m.

Building walk through

Advisory Committee Meeting

Tenant Committee meeting – programming verification process

Review Agency Introductions

Other Discussion Items



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: March 10, 2006

**MEETING** 

Purpose: Project Discussion

Date: February 28, 2006 Time: 9:30 a.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul MandellCAAPBPaul.mandell@state.mn.usBob LoversidgeSCArdl@sca-ae.comTerry SullivanSCAsullivan@sca-ae.comJayne VandenburghSCAjmv@sca-ae.comDave VotteroSCAdvottero@sca-ae.com

Michael Bjornberg HGA mbjornberg@hga.com

COPIES: File

Becky Greco HGA bgreco@hga.com
Linda Kane SAO Linda.kane@state.mn.us

Item Action By Due

#### 1. **Purpose.**

none

The purpose of this meeting was to have a general background discussion on the project with the Schooley Caldwell team in town and to discuss strategies for the week

#### 2. Project History.

CAAPB provided a brief history of the project activities to date and the goals of this process.

CAAPB noted that Miller Dunwiddie is working on resolving the dome water penetration issues and expects to begin activity in June and be complete by year's end. After the reroofing in 1993, it was determined that the source of water penetration seems to have been the "witch's hats" and the dome base. The witch's hats have been corrected and the dome base will be addressed this summer in the construction project.

Hammel, Green and Abrahamson, Inc. HGA Architects and Engineers, LLC HGA Architects and Engineers, LLP 701 Washington Avenue North • Minneapolis, Minnesota USA 55401-1180

Telephone 612.758.4000 Facsimile 612.758.4199

Visit our Website: www.hga.com

tour of the building later in the day.

|    | Item  | Action By | Due |
|----|---|-----------|-----|
| 3. | Bench marking trips.  | ongoing   |     |
|    | There was discussion about proposing bench marking trips to other capitol building projects as a way to demonstrate the activities that may relate to this particular project. Bob noted the ideal mix would include representation from the House (2), from the Senate (2) and from the Governor's office (1.) It was determined that this idea would be further discussed in subsequent legislative meetings and with the Steering Committee. |           |     |
| 4. | Strategy.   | ongoing   |     |
|    | There was discussion about the potential project benefits from this process; increased public access to the political process resulting in more participation, improved efficiency of operation for staff and legislators, increased public space in the building, and creating a "legacy project."   |           |     |
| 5. | Team Space.   | ongoing   |     |
|    | There was discussion about a potential team space and display. It was noted that the prior "judicial dining room" would be a potential option and that a team display area may available near the rathskeller. These areas will be viewed on a  |           |     |

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

## Enclosure



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: March 8, 2006

**MEETING** 

Purpose: Steering Committee Meeting #1

Time: 10:30 a.m. Date: March 1, 2006

Room 229 State Capitol Building Location:

Nancy Stark **CAAPB** Nancy.stark@state.mn.us PRESENT:

> Paul Mandell CAAPB Paul.mandell@state.mn.us Kath Ouska S.A.O. Kath.ouska@state.mn.us Linda Kane S.A.O. Linda.kane@state.mn.us Nicky Giancola Dept. of Administration Nicky.giancola@state.mn.us Bev Kroiss Bev.kroiss@state.mn.us

Real Estate Management Carolyn Kompelien MHS Site Manager Carolyn.kompelien@mnhs.org

Becky Greco HGA

bgreco@hga.com Robert Loversidge Schooley Caldwell rdl@sca-ae.com Terry Sullivan Schooley Caldwell sullivan@sca-ae.com Jayne Vandenburgh Schooley Caldwell jmv@sca-ae.com Michael Bjornberg HGA mbjornberg@hga.com HGA Kermit Olson kolson@hga.com HGA ttangedahl@hga.com Terry Tangedahl

COPIES: Those Present

> Gordy Specht Dept of Administration Gordy.specht@state.mn.us

HGA Leigh Harrison lharrison@hga.com Jim Koehler HGA jkoehler@hga.com Ginny Lackovic HGA glackovic@hga.com Chris Hartnett HGA chartnett@hga.com

Item Action By Due

Hammel, Green and Abrahamson, Inc. HGA Architects and Engineers, LLC HGA Architects and Engineers, LLP

701 Washington Avenue North • Minneapolis, Minnesota USA 55401-1180

Telephone 612.758.4000 Facsimile 612.758.4199

Visit our Website: www.hga.com

## 1. Purpose.

The purpose of this meeting was a project kick-off meeting with the Steering Committee for the State Capitol Interior Restoration. The following items were discussed: team introductions, Project background update, project scope understanding discussion, potential leadership meetings, project delivery methodology, benchmarking trips, background/existing documentation, project process, and next steps.

## 2. Introductions/Project Background.

Introductions of all present and discussion of their roles and key concerns.

Nancy Stark noted that this project is to be the corner stone to ongoing work in the Capitol building and to assist in making a case to the Legislature for future funding of restoration activities.

Carolyn Kompelien noted that she represents the needs of the public (250,000 visitors/year) and that she feels the key public needs are – building access and public space. She noted that there is an opportunity for momentum now on the heels of the Centennial and prior to the State Sesquicentennial.

Kath Ouska noted the need for public space, public education opportunities and the need for temporary relocation space. She also noted that she felt the Legislative staff is the key to project success.

Bev Kroiss noted that she would be involved in relocation logistics for this project.

Linda noted concern for understanding building envelope issues as we develop the design of the interior restoration.

Paul Mandell noted that much has changed since the predesign was issued – the 911 disaster, State budget cuts, technology changes, the 2005 Centennial, and the opportunity for use of the Ford Building. He noted that the pre-design gap was the issue of additional space required for the project.

Nicky Giancola noted that as a team, we must not loose sense of the value of what we are undertaking. We need to be mindful of the security concerns and of the infrastructure needs

Bob Loversidge discussed the need for bipartisan leadership support for this project. He then provided a description of the Ohio, Kansas and Utah State Capitol projects and Legislative process. na

na

# 3. Leadership Meetings.

There was discussion about the key meetings for the design team introductions and information gathering. It was noted that the senate is the key to this project in that they hold the majority of offices in the building (particularly in the East Wing - potential Phase 1) and the Governor and the House are expecting the Senate to propose a bill for capitol construction funding.

It was noted that the CAAPB had some meetings scheduled to introduce the design team and that others would be set up through the week.

Editors note: the following introductory meetings occurred this week: Rep. Matt Dean, Rep. Alice Hausman, Rep. Speaker Steve Sviggum, Senator Sheila Kiscaden, Senator Kenneth Langseth, Secretary of the Senate Pat Flahavan, and Director of Senate Media Services Steve Senyk, and members of the CAAPB Advisory Board.

Meetings yet to be scheduled include: the Governor's office, the Supreme Court, Sergeant at Arms Sven Lindquist, and then the scheduling of Tenant interview meetings.

## 4. Project Success steps.

Bob Loversidge provided a history of what steps are recommended for capitol restoration success.

He noted that the #1 component is a commitment from key legislatures, and the #2 component is a commitment from key staff, he noted the need for bi-partisan support throughout the project process.

Bob also noted that it appears that numerous projects have been completed that are of a small picture variety and not necessarily looking to a big picture/long term solution.

There was discussion about developing a strategy, based on the introductory/fact finding meetings that would work towards developing trust in the design team and its approach, look to establishing bi-partisan support for the project, and address legislative efficiency.

#### 5. Bench marking trips.

Bob Loversidge discussed potential bench marking trips.

He inquired about past history with such trips and the potential to get participation by key legislatures. It was noted that key legislatures would not travel during session, but may after the session is complete. It was suggested that key staff also be identified to participate in the trip(s.) we discussed development of a presentation on State Capitol projects that

Team

ongoing

could be used for key legislatures, staff and state personnel to demonstrate key issues and lessons learned.

Bob suggested the following capitols may hold some key examples:

Ohio – completed by SCA and a great example of visitor center development and the result of a bipartisan committee/support.

Kansas – a phased project currently under construction with a wing complete, a wing in construction and a wing in design planning.

Utah – an example of the recommended project delivery method. It is a major seismic upgrade project.

Texas – a large capitol building with a very large visitor center.

Michigan – completed years ago, but was also done by wings and was used as an example for the Ohio capitol project.

U.S. Capitol – a large visitor center under construction with enhanced security planning, and the building is remaining operational through construction.

U.S. Supreme Court – a Cass Gilbert building adjacent to the U.S. Capitol getting an HVAC upgrade.

Wisconsin – a nearby capitol that has been completed.

## 6. **Project Delivery.**

There was a discussion about the project delivery options available for this project, once it is funded. Becky Greco suggested that a Construction Manager at Risk (CMR) delivery may provide the best value and quality for this particular project. She noted that there are local contractors with restoration experience that would be interested in committed to this success of this project. There was discussion as to the appropriate time to involve a CMR in the process – it was noted that the either the end of the Schematic Design effort or the beginning of the Design Development effort would provide the optimal advantage.

It was noted that the State of Minnesota may provide optional delivery methods on up to 5% of their projects.

Kath Ouska requested that the design team provide a summary of how other projects, of this type, were completed.

Team

#### 7. **Programming.**

Jayne Vandenburgh discussed the process proposed for Program verification. She noted that the team has assembled the information, from the Pre-design, into a one page/space

|     | Item   | Action By | Due |
|-----|--|-----------|-----|
|     | format for discussion, review and updating purposes. Jayne noted that the pre-design program did not incorporate the current State space standards and requested a copy of these standards form the State.   | SAO       |     |
|     | The next step would be to schedule a Tenant Meeting and present the process of updating the program, then distribute the space sheets with the expectation that the departments would then note any additional changes form the 2001 effort for inclusion by the design team. It was noted that the Pre-Design was seen to be more of an accounting of what exists than a big picture view of what is needed and what might be included in order to improve the work flow. |           |     |
|     | She noted that there would be a follow up meeting to walk through the space with a Tenant representative and ask for a program sign-off. (This would be ideally scheduled the week of March 27-31.)  |           |     |
|     | It was determined that this process was a critical path item for<br>the initial 6 week information period and would establish the<br>base for Schematic design and relocation strategies.  |           |     |
|     | It was suggested that the scheduling should be through the Secretary of the Senate Pat Flahavan.   |           |     |
| 8.  | Ongoing Work in the Capitol.   |           |     |
|     | There was discussion about the ongoing work in the Capitol involving the dome water penetration, plaster repair of ceilings and the re-painting of the murals.   |           |     |
|     | It was suggested that HGA and MDA call a meeting to discuss their activities within the Capitol building. It was noted that MDA has been working on the Capitol building for 25 years.   | HGA       |     |
| 9.  | Project Process.   |           |     |
|     | Kath Ouska requested additional information about project<br>work flow. It was noted that detailed 6 week plan will be<br>included with the meeting notes of this meeting.   | HGA       |     |
|     | There was discussion about a project web site with links to the State Architects Office, the MHS, and the Capitol information. The web site would provide updates on the status and progress of the Interior Restoration process. It was determined that this would be continued to be explored in future meetings.  | Ongoing   |     |
| 10. | Other items.   |           |     |
|     | There was a review of the Committees proposed with a suggestion to include Gordy Specht (Plant Management) on  | HGA       |     |

Minnesota State Capitol Interior Restoration March 8, 2006 Page 6

Item Action By Due

the Steering Committee meeting schedule for inclusion in meetings as required.

11. Kermit Olson requested additional information about the existing infrastructure documentation.

The next meeting is scheduled for (the week of March 27 - 31).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: March 10, 2006

**MEETING** 

Purpose: CAAPB Advisors Meeting

Date: March 2, 2006 Time: 2:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul Mandell CAAPB Paul.mandell@state.mn.us
Rosemary McMonigal McMonigal Architects, Inc.
Thomas R. Blanck Thomas Blanck Architect tblanck@comcast.net
William Sanders Sanders Wacker Bergly, Inc. wsanders@swbinc.omc

Bob LoversidgeSCArdl@sca-ae.comTerry SullivanSCAsullivan@sca-ae.comJayne VandenburghSCAjmv@sca-ae.comDave VotteroSCAdvottero@sca-ae.comMichael BjornbergHGAmbjornberg@hga.com

COPIES: Those Present

File

Becky Greco HGA bgreco@hga.com
Linda Kane SAO Linda.kane@state.mn.us
Lt. Governor Carol Molnau Governor's Office Carol.molnau@state.mn.us

Item Action By Due

## 1. Purpose.

The purpose of this meeting was an introduction of the design team to members of the CAAPB Advisory Board, to update the Advisory Board on activities of the week and to discuss future project steps.

Hammel, Green and Abrahamson, Inc. HGA Architects and Engineers, LLC HGA Architects and Engineers, LLP 701 Washington Avenue North • Minneapolis, Minnesota USA 55401-1180

none

Telephone 612.758.4000 Facsimile 612.758.4199

Visit our Website: www.hga.com

## 2. What the team has heard and learned this week.

We discussed the informational meetings that have occurred and the resulting conclusions.

- The Senate is the key to the project receiving funding and moving forward.
- There is a need for bipartisan political support for the Capitol restoration process.
- Bench marking trips are seen as a possibility, but would need to occur after the Legislative session.
- The pre-design report assumed a new Administrative building would be built to accommodate Senate office, but that there is no political momentum at this time for another Government office building. This implies that the pre-design direction is no longer valid and a new plan needs to be developed that addresses the Senate space and relocation options. The pre-design indicated that the hearing rooms in the Capitol would be relocated into this new building providing additional office space in the capitol. Bob recommended that the capitol contain the "public functions" such as hearing rooms and a visitor center as the primary focus with support staff located within the capitol as well.
- Bob noted that it seems there has been a history of small quick fix projects within the capitol and that these have not been able to address "big picture, long term solutions" resulting in a less effective use of resources.
- The design team suggests development of a "plan," then an effort to sell the plan and finally move into implementing the plan.

### 3. Team Space.

It was noted that the design team will be headquartering in the previous Judicial Dining room (B26, B27.) Gordy Specht will be providing a key to the space, updating the lighting, installing an area rug and furniture. The team will use the space as an area to store coats, files, drawings, laptop computers, etc.

4. Other Recommended Meetings.

It was recommended that the design team meet with the Chair of the CAAPB Advisory Board (Lt. Governor Molnau) prior to the next CAAPB Advisory Board meeting.

Dept of Admin

HGA

A potential meeting with the Friends of the Capitol.

#### 5. Other information.

none

It was noted that Governor Pawlenty is a member of the Presidential Advisory Council on Historic Preservation. He was appointed by President Bush. It was also noted that the national Preservation Conference will be in St Paul in October of 2007 and that this will likely generate interest in the Capitol building and its plans for restoration.

6. **Concerns.** ongoing

Tom Blanck discussed his concerns that any "enhanced security" planning does not overwhelm the public experience of the building in terms of access to the Capitol building and visual presentation of the capitol building.

Rosemary asked about an updated 6 week plan for the project. The design team noted that the 6 week plan will be updated shortly, but that the general plan is to complete the following tasks:

- A project directory, noting key contacts and Committee members,
- A comprehensive set of building documents indicating historic layouts, current layouts and prior construction projects,
- An updated building facility program, based on tenant interviews and summaries,
- A summary of the information assembled to date and the information required to proceed,
- An updated project schedule,
- A summary response to the projected project budget costs presented in the Pre-design,
- Options for a project web site and building display.

It was noted that the prior month was dedicated to negotiating the Contract (signed March 1,) and researching available building documentation.

The next meeting is scheduled for (the week of March 27 - 31).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: March 10, 2006

**MEETING** 

Purpose: Weekly Review Meeting #2

Date: March 6, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul Mandell CAAPB Paul.mandell@state.mn.us Michael Bjornberg HGA mbjornberg@hga.com

COPIES: Those Present

File

Linda Kane SAO Linda.kane@state.mn.us
Becky Greco HGA bgreco@hga.com
Robert Loversidge SCA rdl@sca-ae.com

Kath Ouska Dept of Administration Kath.ouska@state.mn.us
Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

Item Action By Due

## 1. **Purpose.** none

This meeting is the second in a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team.

2. **General.** info

Michel updated Nancy, Paul and Linda on the content and discussion that has occurred in the various meetings of last week with key Legislators and staff.

Action By Item Due info 3. Key Dates. It was noted that there were some key dates for the design team to be aware of: State Finance Meeting on Wednesday @ 4:30. A meeting with Senator Langseth at 3:00 p.m. prior to the Finance meeting. Mid-April Conference Committee resolutions – (this is a key in terms of the time for developing a plan involving the Senate relocation and phasing of construction.) Team 4. Suggested meetings. Governor's office (Bob Schroeder) Supreme Court (Jeff Shorba) (sp?) Rebecca Spartz Carolyn Kompelien and Bev Kroiss (for an understanding of who occupies what space in the building.) Sven Lindquist (Senate Sergeant at Arms) Senator Senjem (Capitol Investment Committee) Representative Marty Seifert (Chair State Government Finance Committee) 5. Web Site. ongoing There was general discussion about the project web site. It is yet to be determined how it will be operated and managed – SAO, Dept of Admin, Design team. **HGA** 6.

Team Space.

We discussed the team space and display. It was noted that the team space will be coordinated by Gordy Specht and that the display should be coordinated with Carolyn Kompelien.

The next meeting is scheduled for (Monday March 13 @ 1:30 @ CAAPB).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

## Monday March 6, 2006 Capitol Meeting Agenda items

- General discussion about last week's meetings.
- Pre-design comments from Bob Loversidge.
- Programming/user meetings next steps.
- Benchmarking trips/presentations.
- Public Display.

## **Meetings last week:**

Representative Matt Dean

Representative Alice Hausman (Capitol Investment Committee)

Representative Mary Holberg (introduction – Transportation)

Senator Sheila Kiscaden (Capitol Investment Committee)

Senator Kenneth Langseth (Capitol Investment Committee)

Representative Steve Sviggum (Speaker of the House)

President James Metzen (introduction) (Capitol Investment Committee)

Secretary of the Senate Pat Flahavan

Director of Senate Media Services Steve Senyk

Reporter Mary Lahammer

Rosemary McMonigal (CAAPB Advisory Board)

Tom Blanck (CAAPB Advisory Board)

William Sanders (CAAPB Advisory Board)



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: March 10, 2006

**MEETING** 

Purpose: Legislative Introductory meetings

Date: Week of February 28 - March 3, 2006 Time: various

Location: State Capitol Complex

PRESENT: Michael Bjornberg HGA mbjornberg@hga.com

Bob Loversidge SCA rdl@sca-ae.com

Nancy Stark

CAAPB

Nancy.stark@state.mn.us

Paul Mandell

CAAPB

Paul.mandell@state.mn.us

Jayne Vandenburgh SCA jmv@sca-ae.com

COPIES: File

Becky GrecoHGAbgreco@hga.comLinda KaneSAOLinda.kane@state.mn.us

Item Action By Due

#### 1. General Notes.

Through the week of February 28 – March 3, 2006 the design team had a variety of introductory meetings with Legislative personnel and staff. These meetings were intended to introduce the team of HGA/SCA to these keep Capitol staff, to discuss the capitol project funding requests and to acquire background information about the capitol project history. The design team was accompanied by CAAPB to some meetings, Friends of the Capitol to a meeting and some individually attended.

Hammel, Green and Abrahamson, Inc. HGA Architects and Engineers, LLC HGA Architects and Engineers, LLP 701 Washington Avenue North • Minneapolis, Minnesota USA 55401-1180

none

Telephone 612.758.4000 Facsimile 612.758.4199

Visit our Website: www.hga.com

# 2. Meetings.

none

The following list indicates some of the meetings attended that do not have separate meeting notes elsewhere.

Rep. Matt Dean, Rep. Alice Hausman, Rep. Speaker Steve Sviggum, Senator Sheila Kiscaden, Senator Kenneth Langseth, Secretary of the Senate Pat Flahaven, and Director of Senate Media Services Steve Senyk, and members of the CAAPB Advisory Board.

Meetings yet to be scheduled include: the Governor's office, the Supreme Court, Sergeant at Arms Sven Lindquist, and then the scheduling of Tenant interview meetings.

The next meeting is scheduled for (ongoing).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

s:\0000\476\028-00\work\reports\reportpd\pre-design rjm\08-appendix\g-meeting minutes\03-10-06 msc notes.doc



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: March 15, 2006

**MEETING** 

Purpose: Weekly Review Meeting #3

Date: March 14, 2006 Time: 10:45 a.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul Mandell CAAPB Paul.mandell@state.mn.us
Michael Bjornberg HGA mbjornberg@hga.com
Linda Kane SAO Linda.kane@state.mn.us

COPIES: Those Present

File

Becky Greco HGA bgreco@hga.com
Robert Loversidge SCA bgreco@hga.com
rdl@sca-ae.com

Kath Ouska Dept of Administration Kath.ouska@state.mn.us
Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

Item Action By Due

1. **Purpose.** none

This meeting is the third in a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team.

2. General. info

Michel updated Nancy, Paul and Linda on the content and discussion that has occurred in the various meetings of last week with key Legislators and staff.

# 3. Key Upcoming Dates.

It was noted that there were some key dates for the design team to be aware of:

- Follow-up State Government Finance Committee hearing is scheduled for Tuesday March 21, time tbd.
- Next Schooley Caldwell trip to Minnesota is scheduled for the week of March 27-31. During this time we plan to schedule meetings with the Steering Committee, Advisory Committee and Tenant Committee (they may be a joint meeting in that many are members of multiple committees,) Lt. Governor Molnau, CAAPB Advisors, Steve Sviggum, Dean Johnson and other key Legislators.
- Mid- April Conference Committee resolutions (this
  is a key in terms of the time for developing a plan
  involving the Senate relocation and phasing of
  construction.)
- Easter break is scheduled for April 12 18, and as such the Legislators will be mostly unavailable from April 10 – 21.

## 4. Suggested meetings to be scheduled.

- Governor's Office (Bob Schroeder)
- Supreme Court (Jeff Shorba)
- Rebecca Spartz
- Carolyn Kompelien and Bev Kroiss (for an understanding of who occupies what space in the building.)
- Sven Lindquist (Senate Sergeant at Arms)
- SIS Director Jim Greenwalt
- Senator Senjem (Capitol Investment Committee)
- Representative Marty Seifert (Chair State Government Finance Committee)
- Lt. Governor Carol Molnau
- Senate Majority Leader Dean Johnson
- Senate Minority Leader Dick Day
- House Majority Leader Erik Paulsen
- House Minority Leader Matt Entenza

HGA

info

| -  | Item   | Action By Due |
|----|--|---------------|
| 5. | Web Site.  | ongoing       |
|    | There was general discussion about the project web site. It is yet to be determined how it will be operated and managed – SAO, Dept of Admin, Design team.   |               |
| 6. | Team Space.  | HGA           |
|    | We discussed the team space and display. It was noted that<br>the team space will be coordinated by Gordy Specht and that<br>the display should be coordinated with Carolyn Kompelien.   |               |
| 7. | Dome Repair Work.  | info          |
|    | We discussed the planned dome repair work and funding request. When approved, it will require scaffolding in the rotunda for the duration of repair work. Ideally, this work will be funded and completed prior to the State Sesquicentennial celebrations.  |               |
|    | CAAPB noted that there is humidity study relative to the dome that will be forwarded to HGA, by the SAO.   | SAO           |
| 8. | Programming.   | Info          |
|    | It was noted the design team has prepared the program room sheets and is ready for the Tenant introductory meetings.   |               |
|    | Michael offered the 3 ring binder for review. It was determined that CAAPB and SAO would not require a working copy, but prefer a copy of the completed document.  |               |
|    | It was noted that the Pre-design had assumed there would be a new Administrative building constructed for the Senate and for swing space. It his highly likely that this scenario will not occur. A more likely scenario will involve the use of space in the Capitol, at other buildings on the capitol Complex and possibly the Ford Building. We discussed how the information on swing space/temporary needs might be addresses. It was concluded that general questions would be asked in the Tenant interview process inquiring about temporary needs during the construction process: adjacencies, technical needs and shared facilities. | HGA/SCA       |
|    | If use of the Ford Building is approved, then there will need to be additional effort to plan and present the swing space options to Tenants.  | Info          |
|    | HGA/SCA will initiate the meetings with Tenant groups.   | HGA           |
| 9. | Other.   |               |
|    | Linda Kane noted that there is currently discussion and legislation proposed for Net Zero CO2 emissions targeting new building construction and renovation of existing   | Info          |

Minnesota State Capitol Interior Restoration March 15, 2006 Page 4

Item Action By Due

buildings. If approved, this may impact the restoration planned. There would be an opportunity to buy "green energy" associated with this proposal. The key legislators involved are noted to be: Senator Sandra Pappas, Senator Steve Kelley, and Senator Ellen Anderson.

The next meeting is scheduled for (Monday March 20 @ 1:30 @ CAAPB).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

 $s:\ 0000\ 476\ 028-00\ work\ reports\ pre-design\ rjm\ 08-appendix\ g-meeting\ minutes\ 03-14-06\ caapb\ meeting\ \#03\ notes.doc$ 



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: March 23, 2006

**MEETING** 

Purpose: Weekly Review Meeting #4

Date: March 20, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul Mandell CAAPB Paul.mandell@state.mn.us
Michael Bjornberg HGA mbjornberg@hga.com
Linda Kane SAO Linda.kane@state.mn.us

COPIES: Those Present

File

Becky Greco HGA bgreco@hga.com Robert Loversidge SCA bgreco@hga.com

Kath Ouska Dept of Administration Kath.ouska@state.mn.us
Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

Item Action By Due

1. **Purpose.** none

This meeting is the fourth in a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team.

2. General, info

Michel updated Nancy, Paul and Linda on the content and discussion that has occurred in the various meetings of last week with key Legislators and staff.

## 3. Key Upcoming Dates.

It was noted that there were some key dates for the design team to be aware of:

- House Finance Committee Hearing on Tuesday March 21 @ 8:45 a.m.
- Senate Bonding Bill on Wednesday March 21 @ 6:00 p.m.
- Next Schooley Caldwell trip to Minnesota is scheduled for the week of March 27-31. During this time we plan to schedule meetings with the Steering Committee, Advisory Committee and Tenant Committee (they may be a joint meeting in that many are members of multiple committees,) Lt. Governor Molnau, CAAPB Advisors, Steve Sviggum, Dean Johnson and other key Legislators.
- An Advisory Committee meeting is scheduled for Wednesday March 29 @ 2:00 p.m. in Capitol Building Room #118.
- Mid- April Conference Committee resolutions (this
  is a key in terms of the time for developing a plan
  involving the Senate relocation and phasing of
  construction.)
- Easter break is scheduled for April 12 18, and as such the Legislators will be mostly unavailable from April 10 – 21.

#### 4. Suggested meetings to be scheduled.

- Governor's Office (Bob Schroeder/ Tom Hanson)
- Supreme Court (Jeff Shorba)
- Rebecca Spartz
- Senator Senjem (Capitol Investment Committee)
- Representative Marty Seifert (Chair State Government Finance Committee)
- Lt. Governor Carol Molnau
- Senate Majority Leader Dean Johnson
- Senate Minority Leader Dick Day
- House Majority Leader Erik Paulsen
- House Minority Leader Matt Entenza

•

info

**HGA** 

|    | Item   | Action By Due |
|----|--|---------------|
| 5. | Web Site.  | Ongoing       |
|    | There was general discussion about the project web site. It is yet to be determined how it will be operated and managed – SAO, Dept of Admin, Design team.   | Т             |
|    | There was further discussion about the Web Site. It was noted that the main contact for this will be Betsy Braesch, 296.201.2377 at the SAO.   | Team          |
| 6. | Team Space.  | HGA           |
|    | We discussed the team space and display. It was noted that<br>the team space will be coordinated by Gordy Specht and that<br>the display should be coordinated with Carolyn Kompelien.   |               |
|    | As of March 22, this space is yet to be prepared for use. It will need light bulbs replaced, a floor surface, a table and power connection.  | State         |
| 7. | Dome Repair Work.  | info          |
|    | We discussed the planned dome repair work and funding request. When approved, it will require scaffolding in the rotunda for the duration of repair work. Ideally, this work will be funded and completed prior to the State Sesquicentennial celebrations.  |               |
|    | CAAPB noted that there is humidity study relative to the dome that will be forwarded to HGA, by the SAO.   | SAO           |
| 8. | Programming.   | Info          |
|    | It was noted the design team has prepared the program room sheets and is ready for the Tenant introductory meetings.   |               |
|    | Michael offered the 3 ring binder for review. It was determined that CAAPB and SAO would not require a working copy, but prefer a copy of the completed document.  |               |
|    | It was noted that the Pre-design had assumed there would be a new Administrative building constructed for the Senate and for swing space. It his highly likely that this scenario will not occur. A more likely scenario will involve the use of space in the Capitol, at other buildings on the capitol Complex and possibly the Ford Building. We discussed how the information on swing space/temporary needs might be addresses. It was concluded that general questions would be asked in the Tenant interview process inquiring about temporary needs during the construction process: adjacencies, technical needs and shared facilities. | HGA/SCA       |
|    | If use of the Ford Building is approved, then there will need<br>to be additional effort to plan and present the swing space   | Info          |

|     | Item   | Action By | Due |
|-----|--|-----------|-----|
|     | options to Tenants.  | •         |     |
|     | HGA/SCA will initiate the meetings with Tenant groups.   | HGA       |     |
| 9.  | LKPB engineering Information.  |           |     |
|     | Linda Kane noted that there should be a disk of information forthcoming from LKPB relative to the mechanical and electrical work to date.  | SAO       |     |
| 10. | Project Schedule.  | Team      |     |
|     | There was a request for the Design Team to provide an updated project schedule (design/construction/funding) for discussion.   |           |     |
| 11. | Corridor Display of Design Team.   | Team      |     |
|     | There was discussion about the corridor display planned to introduce the design team and the project. HGA noted that this was currently being planned and hoped to have a draft of the display boards by the next Monday meeting. The purpose of the boards is to provide building tenants with information about the new team, the planned project and what to expect in the process. |           |     |
|     | It was noted that HGA will need to apply for a permit to set up the display – Bernie 651.296.0797. It was noted that we should tell Bernie that CAAPB, SAO and MNHS are aware of this display.   |           |     |
| 12. | Meeting Notes Corrections:   |           |     |
|     | The following corrections, of prior meeting notes, were requested:   |           |     |
|     | <b>February 28, 2006</b> : CAAPB noted that Miller Dunwiddie is working on resolving the dome water penetration issues and expects to begin activity in June and be complete by year's end, <i>if funded in this Bonding Session</i> .   |           |     |
|     | March 10, 2006: Rep. Matt Dean, Rep. Alice Hausman, Rep. Speaker Steve Sviggum, Senator Sheila Kiscaden, Senator Keith Langseth, Secretary of the Senate Pat Flahaven, and Director of Senate Media Services Steve Senyk, and members of the CAAPB Advisory Board.   |           |     |

# 13. Ford Building Tour.

SAO

HGA noted that it would be advantageous to have a tour of the Ford Building next week while Bob Loversidge is in town.

February 15, 2006: Peter Wattson (Senate Counsel)

SAO to organize.

Minnesota State Capitol Interior Restoration March 23, 2006 Page 5

Item Action By Due

14.

The next meeting is scheduled for (Monday March 27 @ 1:30 @ CAAPB).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

 $s:\ \ 0000\ 476\ \ 028-00\ \ \ reports\ \ reportpd\ \ pre-design\ rjm\ \ 08-appendix\ \ g-meeting\ minutes\ \ 03-20-06\ caapb\ meeting\ \#04\ notes.doc$ 



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: March 30, 2006

**MEETING** 

Purpose: Weekly Review Meeting #5

Date: March 27, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul Mandell CAAPB Paul.mandell@state.mn.us
Michael Bjornberg HGA mbjornberg@hga.com
Linda Kane SAO Linda.kane@state.mn.us

COPIES: Those Present.

File

Becky Greco HGA bgreco@hga.com Robert Loversidge SCA bgreco@hga.com

Kath Ouska Dept of Administration Kath.ouska@state.mn.us
Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

Bob Loversidge SCA Jayne Vandenburgh SCA Terry Sullivan SCA

Item Action By Due

1. **Purpose.** none

This meeting is the fifth in a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team.

2. General. info

Michel updated Nancy, Paul and Linda on the content and discussion that has occurred in the various meetings of last week with key Legislators and staff.

Item **Action By** Due Key Upcoming Dates. info 3. It was noted that there were some key dates for the design team to be aware of: Schooley Caldwell representatives (Bob, Jayne, and Dave) will be in town from Tuesday night through Friday night (28-31.) During this time we plan to schedule meetings with CAAPB (9:00 a.m. Wednesday, March 29,) the Steering Committee, and Advisory Committee (Wednesday, March 29 @ 2:00 p.m.,) and Representative Dorman (Thursday, March 30 @ 1:00 p.m.). The next Schooley Caldwell trip to Minnesota is scheduled for the week of April 24-27. There is a CAAPB Advisors meeting scheduled for April 26. It was also noted that this time period will be a critical review opportunity (this is a key in terms of the time for developing a plan involving the Senate relocation and phasing of construction.) due to Mid-April Conference Committee resolutions. There are planned follow-up visits tentatively set for May 22-24 and June 26-30. Easter break is scheduled for April 12 – 18, and as such the Legislators will be mostly unavailable from April 10 - 21. Web Site. Ongoing 4. There was general discussion about the project web site. It is vet to be determined how it will be operated and managed – SAO, Dept of Admin, Design team. Team There was further discussion about the Web Site. It was noted that the main contact for this will be Betsy Braesch, 296.201.2377 at the SAO. 5. Team Space. **HGA** We discussed the team space and display. It was noted that the team space will be coordinated by Gordy Specht and that the display should be coordinated with Carolyn Kompelien. As of March 27, this space is yet to be prepared for use. It will State need light bulbs replaced, a floor surface, a table and power connection. 6. LKPB engineering Information. Linda Kane noted that there should be a disk of information SAO

forthcoming from LKPB relative to the mechanical and

electrical work to date.

|     | Item   | Action By | Due |
|-----|--|-----------|-----|
| 7.  | Project Schedule.  | Team      |     |
|     | There was a request for the Design Team to provide an updated project schedule (design/construction/funding) for discussion.   |           |     |
| 8.  | Corridor Display of Design Team.   | Team      |     |
|     | There was discussion about the corridor display planned to introduce the design team and the project. HGA noted that this was currently being planned and hoped to have a draft of the display boards by the next Monday meeting. The purpose of the boards is to provide building tenants with information about the new team, the planned project and what to expect in the process. | HGA       |     |
|     | It was noted that HGA will need to apply for a permit to set up the display – Bernie 651.296.0797. It was noted that we should tell Bernie that CAAPB, SAO and MNHS are aware of this display.   | HGA       |     |
|     | Michael provided draft display board layouts for 3 of the 4 boards, for review. The boards are addressing the following topics: Project Team, Key Team Members, The Project, and The Building Significance.  | Ongoing   |     |
| 9.  | Ford Building Tour.  | SAO       |     |
|     | HGA noted that it would be advantageous to have a tour of the Ford Building next week while Bob Loversidge is in town.   |           |     |
|     | SAO to organize.   |           |     |
|     | The Ford Building Tour has been set for Thursday @ 2:30 p.m. and will be led by Gordy Specht.  | Team      |     |
| 10. |  |           |     |

The next meeting is scheduled for (Monday April 3 @ 1:30 @ CAAPB).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: March 30, 2006

**MEETING** 

Purpose: Advisory Committee Meeting #1

Date: March 29, 2006 Time: 2:00 p.m.

Location: Capitol Building Room #118

PRESENT: Justice Paul Anderson Supreme Court

Mark Buechel MNHS
Don Crosby House
Patrick Flahaven Senate

Nicky Giancola Dept. of Administration

Jim Greenwalt Senate

Jynell Brist (Bob Schroeder) Governor's Office
Linda Kane State Architect's Office

Carolyn Kompelien MNHS

Bev Kroiss Dept. of Administration

Sven Lindquist Senate
Albin Mathiowetz House
Paul Mandell CAAPB
Troy Olsen House
Gail Romanowski House
Faye Sparks (Sen. Metzen) Senate

Gordy Specht Plant Management

Nancy Stark CAAPB
Peter Wattson Senate
Bob Loversidge HGA+SCA
Jayne Vandenburgh HGA+SCA
Kermit Olson HGA+SCA
Michael Bjornberg HGA+SCA

COPIES: Those Present

Becky Greco HGA+SCA
Sen. Cal Larson Senate
Jim Johnson Intertec
Rep. Matt Dean House
Rep. Alice Hausman House
Marge Collins Senate

Kathy Zajac Supreme Court

Hammel, Green and Abrahamson, Inc. HGA Architects and Engineers, LLC 701 Washington Avenue North • Minneapolis, Minnesota USA 55401-1180

HGA Architects and Engineers, LLP

Telephone 612.758.4000 Facsimile 612.758.4199

Visit our Website: www.hga.com

|    | Item  | Action By     | Due |
|----|---|---------------|-----|
| 1. | PURPOSE   | Info          |     |
|    | The purpose of this meeting was to introduce the Design Team (HGA+SCA) to the Advisory Committee, discuss the Schematic Design process for the Interior Restoration, to discuss the Program Verification process, and to generally note our observations to date.   |               |     |
| 2. | Introductions.  | Info          |     |
|    | Nancy Stark discussed the Selection Process that resulted it the selection of HGA+ SCA design team and the goals of this process.   |               |     |
| 3. | Committee Structure.  | Info          |     |
|    | Michael Bjornberg presented the Committee Structure and the planned frequency of meetings by them:  |               |     |
|    | Steering Committee (Monthly meetings)   |               |     |
|    | Advisory Committee (Bi-monthly meetings)  |               |     |
|    | Tenant Committee (Individual program verification meetings)   |               |     |
|    | Michael also noted that there is a weekly meeting involving CAAPB, SAO and the Design Team to review the project progress and set agendas for activity.   |               |     |
|    | There was discussion about the role of each Committee and the additional attendees for the Committees. It was suggested that the Attorney General's Office was not represented at this meeting, but should be. It was noted that the attorney General's office was part of the Tenant Committee. Consideration would be given to including the Attorney General's Office on the Advisory Committee. | CAAPB,<br>SAO |     |
|    | A question was offered as to how the committees were formed. Nancy Stark noted that the committees were reformed based on the Pre-design Committee structure.   |               |     |
| 4. | Project Schedule.   | Info          |     |
|    | Michael Bjornberg noted that the Schematic Design process is intended to address the entire building with recommendations on potential phasing options. The schedule for this was organized into 3 main activities.   |               |     |
|    | The "first 6 weeks" are structured to develop: an understanding of the Pre-Design process, the existing building condition, the historical preservation approach, a project website and a ground floor informational display.   |               |     |
|    | The "next 6 weeks" are structured to develop: a preliminary design approach, a construction schedule, a project cost  |               |     |

estimate update, and a relocation plan.

The final portion is structured for development of the Schematic Design documentation.

This entire process sis to be completed by year end of 2006.

### 5. **Building Significance.**

Michael noted the significance of this particular State Capitol Building, designed by Cass Gilbert, and the need to communicate the importance of this historic resource to people. This building is noted having a historical significance in the American renaissance Movement and to be significant in its artistry.

Michael noted that the design team is developing a series of display boards to be set up on the ground floor of the Capitol adjacent to the capitol Complex model. Michael offered viewing of drafts of 3 of the 4 boards to be installed.

Info

Info

## 6. Project Opportunities.

Bob Loversidge noted the significance of this Schematic design process. He noted that the building has been through numerous smaller projects, but that this effort is intended to be a comprehensive effort looking to the next 100 years and that this project should be viewed as a Legacy project. He noted that besides the ADA upgrades, the HVAC, Electrical Improvements, Technology and Security Improvements, - this project offers a larger opportunity to "do it right" for this building. "Doing it right" includes understanding the Legislative process, the function of Government and Public Participation, and the nature of change.

He noted that there will likely be change and there is a "trauma of change" that we will need to accommodate and understand. He noted that we will look at numerous options early on to maximize the opportunities. This may include looking for "found space," shaking things up a bit, and bench marking of similar Capitol building projects.

Bob noted that all decisions will be guided by The Secretary of the Interior's Guidelines and Standards and by Cass Gilbert's original documents and wherever possible by Cass Gilbert's intent. He noted that this would result in responsible design options as a goal.

### 7. **Project Goals.**

Michael Bjornberg reiterated the Project Goals:

Preservation of the Historic Resource of the Minnesota State Capitol.

Info

Info

|     | Item   | Action By | Due |
|-----|--|-----------|-----|
|     | Facilitate Interaction between the Public Citizens of Minnesota and their State Government.  |           |     |
|     | Optimum utilization of the Tenant Space in the Capitol.  |           |     |
| 8.  | Program Verification Process.  | Info      |     |
|     | Michael indicated that the Pre-Design Space Program verification process was a critical piece to the "first 6 weeks" plan and to the Schematic Design process – and also that the information would be used with any temporary relocation planning. He noted that it has been difficult to establish the appropriate people for distribute of the existing information required to be updated.   | T. C      |     |
|     | Jayne Vandenburgh and Michael discussed the urgent need to verify the pre-design program document. It was noted that this document is more than 5 years old now and was based on the assumption that there would be a new State Office building built prior to the capitol restoration process. The design team has compiled the information into packets organized by Tenant groups and then onto single sheets organized by room.  | Info      |     |
|     | It was requested that Tenant Group contacts be established for the design team liaisons.   | Tenants   |     |
|     | It was noted that there may be additional Tenant information required from the following groups:   |           |     |
|     | • Lobbyists  | Team      |     |
|     | <ul> <li>Building Visitors &amp; Educational Tours – Carolyn<br/>Kompelien suggested that the design team develop a<br/>questionnaire for MNHS distribution to building<br/>visitors and tour groups.</li> </ul>   | Team      |     |
| 9.  | Comments.  | Info      |     |
|     | The design team requested that each person present offer some comments about the key aspects of the project as they see them and the intended goals. This was done in a round robin format and duly noted.   |           |     |
| 10. | Project Communication.   | Team      |     |
|     | We discussed the importance of communication of the design process. It was noted that there are plans for development of a web site to provide ongoing access to project information – this is being developed by the State and the Design Team. It will likely reside on the State's web site with a link to information supplied by the design team There is also the Informational display noted above to be installed in the Capitol (it was suggested by Justice Paul Anderson that a |           |     |

Info

contact name and phone number be included in the display information) – the display will have a contact name, phone number and the web site link (when established.) The display is intended to provide background information on the design team, the project goals, the design process, and the building significance – as the project design develops we will ad additional display boards to illustrate this project and similar examples of Capitol Restorations.

## 11. Next Steps.

The Design team noted that they intend to complete the Program Verification process and to begin to develop concept sketches for the restoration. These will be available for review

The next meeting is scheduled for (tentatively April 24-27).

and comment at the next meting.

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.





Minnesota State Capitol - Interior Restoration and Asset Preservation Work

# Minnesota State Capitol Interior Restoration Advisory Committee Meeting March 29, 2006 2:00 P.M., Capitol Building Room #118

#### Invited Attendees:

### **Department of Administration:**

Nicky Giancola, Linda Kane, Gordy Specht, Bev Kroiss.

### **CAAPB:**

Nancy Stark, Paul Mandell.

### **Minnesota Historical Society:**

Carolyn Kompelien, Mark Buechel.

### Governor's Office:

Bob Schroeder, Tom Hanson

#### Senate:

Patrick Flahaven, Jim Greenwalt, Peter Wattson, Sven Lindquist, Jim Metzen, Cal Larson.

#### **House of Representatives:**

Gail Romanowski, Don Crosby, Matt Dean, Alice Hausman, Troy Olsen.

### **Supreme Court:**

Justice Paul Anderson, Kathy Zajac.

### Office of Enterprise Technology:

Jim Johnson.

### **HGA+SCA:**

Bob Loversidge, Michael Bjornberg, Jayne Vandenburgh, Dave Vottero

### **AGENDA**

**Introduction of HGA+SCA Team** – (Capitol Restoration Collaborative)

## **Project Scope Description**

### **Project Schedule**

## **Project Goals:**

**Initial Goals:** Program Verification/Process, Building Verification, Historical Approach, Systems Summaries, Project Web Site, Ground Floor Display.

**Secondary Goals:** Preliminary Design Concepts, Project Construction Schedule:

Project Estimate Summaries, Relocation Planning.

Results: Schematic Design, Construction Schedule, Project Cost Estimate with

Funding Cycle Recommendations, Relocation Plan,





# Minnesota State Capitol – Interior Restoration and Asset Preservation Work

# Minnesota State Capitol Advisory Committee Meeting March 29, 2006

| Name | Representing |
|------|--------------|
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: April 4, 2006

**MEETING** 

Purpose: Weekly Review Meeting #6

Date: April 3, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul MandellCAAPBPaul.mandell@state.mn.usMichael BjornbergHGAmbjornberg@hga.comLinda KaneSAOLinda.kane@state.mn.us

COPIES: Those Present

File

Becky Greco HGA bgreco@hga.com Robert Loversidge SCA bgreco@hga.com

Kath Ouska Dept of Administration Kath.ouska@state.mn.us
Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

Bob Loversidge SCA Jayne Vandenburgh SCA Terry Sullivan SCA

Item Action By Due

1. **Purpose.** none

This meeting is the sixth in a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team.

2. **General.** info

Michel updated Nancy, Paul and Linda on the content and discussion that has occurred in the various meetings of last week with key Legislators and staff.

Hammel, Green and Abrahamson, Inc. HGA Architects and Engineers, LLC HGA Architects and Engineers, LLP 701 Washington Avenue North • Minneapolis, Minnesota USA 55401-1180

Telephone 612.758.4000 Facsimile 612.758.4199

Visit our Website: www.hga.com

|    | Item  | Action By | Due |
|----|---|-----------|-----|
| 3. | Key Upcoming Dates.   | Info      |     |
|    | It was noted that there were some key dates for the design<br>team to be aware of:  |           |     |
|    | • The next Schooley Caldwell trip to Minnesota is scheduled for the week of April 24-27. It was also noted that this time period will be a critical review opportunity (this is a key in terms of the time for developing a plan involving the Senate relocation and phasing of construction.) due to Mid- April Conference Committee resolutions. There are planned follow-up visits tentatively set for May 22-24 and June 26-30. |           |     |
|    | <ul> <li>We discussed setting up a Capitol Restoration Summit<br/>meeting for April 25 or 26. It was determined to add<br/>Commissioner Dana Badgerow to the invited<br/>attendees. Nancy to set up a meeting with<br/>representatives form the Governor's office to discuss<br/>the Summit Agenda and the Governor's availability.<br/>Michael will also attend.</li> </ul>  | CAAPB     |     |
| 4. | Web Site.   | Ongoing   |     |
|    | There was general discussion about the project web site. It is yet to be determined how it will be operated and managed – SAO, Dept of Admin, Design team.  | T.        |     |
|    | There was further discussion about the Web Site. It was noted that the main contact for this will be Betsy Braesch, 296.201.2377 at the SAO.  | Team      |     |
|    | HGA has been discussing a web site link.  |           |     |
| 5. | Team Space.   | HGA       |     |
|    | We discussed the team space and display. It was noted that<br>the team space will be coordinated by Gordy Specht and that<br>the display should be coordinated with Carolyn Kompelien.  |           |     |
|    | Michael provided 11x17 draft display boards for review and comment. It is likely that they will be installed once the permit is approved (hopefully by weeks' end.)   | HGA       |     |
| 6. | LKPB engineering Information.   |           |     |
|    | Linda Kane noted that there should be a disk of information forthcoming from LKPB relative to the mechanical and electrical work to date.   | SAO       |     |
| 7. | Project Schedule.   | Team      |     |
|    | There was a request for the Design Team to provide an updated project schedule (design/construction/funding) for  |           |     |

|     | Item  | Action By Due |
|-----|---|---------------|
|     | discussion.   |               |
| 8.  | Programming.  | TEAM          |
|     | Michael noted that he had a conversation with Sven Lindquist relative to verifying the Pre-Design Program document. Sven noted that he and Jim Greenwalt will sit down with the Design team and review the program sheets for the Capitol tenants. Sven will call Michael once the session calendar is settled and schedule a time to meet. |               |
| 9.  | Ongoing Capitol Projects.   |               |
|     | Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.   | HGA           |
|     | HGA to follow-up with Gordy.  |               |
| 10. | Updated Committee List.   |               |
|     | We discussed suggested additions for the Advisory<br>Committee. It was noted that Michael would add Troy Olsen<br>(House,) Albin Mathiowetz (House,) and Rebecca Spartz<br>(Attorney General,) and Cheri Frandrup (Capitol Security) to<br>the list. Michael will then forward updated list to CAAPB and<br>SAO.                            | HGA           |
| 11. | SCA Schedule/Upcoming Meetings.   |               |
|     | We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:  |               |
|     | <b>April:</b> Summit Meeting, Steering Committee Meeting, Bev Kroiss and Dana Badgerow Meeting, Tom Blanck Meeting (N.Y. Historical Society information.)   |               |
|     | May: Advisory Committee Meeting.  |               |
|     | <b>June:</b> CAAPB Advisors Board Meeting, Steering Committee Meeting.  |               |
|     | Nancy requested a list of dates for the trips of SCA to be forwarded to her for setting up the meetings - Michael will do   | HGA/SCA       |

The next meeting is scheduled for (Monday April 10 @ 1:30 @ CAAPB).

so ASAP.

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: April 11, 2006

**MEETING** 

Purpose: Weekly Review Meeting #7

Date: April 10, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul MandellCAAPBPaul.mandell@state.mn.usMichael BjornbergHGAmbjornberg@hga.comLinda KaneSAOLinda.kane@state.mn.us

COPIES: Those Present

File

Becky Greco HGA bgreco@hga.com Robert Loversidge SCA bgreco@hga.com

Kath Ouska Dept of Administration Kath.ouska@state.mn.us
Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

Bob Loversidge SCA Jayne Vandenburgh SCA Terry Sullivan SCA

Item Action By Due

1. **Purpose.** none

This meeting is the seventh in a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team.

2. **General.** info

Michael updated Nancy and Linda on the content and discussion that has occurred in the various meetings of last week and with the team activities.

Hammel, Green and Abrahamson, Inc. HGA Architects and Engineers, LLC HGA Architects and Engineers, LLP 701 Washington Avenue North • Minneapolis, Minnesota USA 55401-1180

Telephone 612.758.4000 Facsimile 612.758.4199

Visit our Website: www.hga.com

|    | Item  | Action By | Due |
|----|---|-----------|-----|
| 3. | Key Upcoming Dates.   | Info      |     |
|    | It was noted that there were some key dates for the design<br>team to be aware of:  |           |     |
|    | • The next Schooley Caldwell trip to Minnesota is scheduled for the week of April 24-27. It was also noted that this time period will be a critical review opportunity (this is a key in terms of the time for developing a plan involving the Senate relocation and phasing of construction.) due to Mid- April Conference Committee resolutions. There are planned follow-up visits tentatively set for May 22-24 and June 26-30. |           |     |
|    | • We discussed setting up a Capitol Restoration Summit meeting for April 25 or 26. Nancy to set up a meeting with representatives form the Governor's office to discuss the Summit Agenda and the Governor's availability. Michael will also attend.  | CAAPB     |     |
|    | <ul> <li>Nancy is drafting a letter to distribute to the meeting<br/>invited attendees.</li> </ul>  | CAAPB     |     |
| 4. | Web Site.   | Ongoing   |     |
|    | There was general discussion about the project web site. It is yet to be determined how it will be operated and managed – SAO, Dept of Admin, Design team.  | TT.       |     |
|    | There was further discussion about the Web Site. It was noted that the main contact for this will be Betsy Braesch, 296.201.2377 at the SAO.  | Team      |     |
|    | HGA has been discussing a web site link.  |           |     |
| 5. | Team Space.   | HGA       |     |
|    | We discussed the team space and display. It was noted that<br>the team space will be coordinated by Gordy Specht and that<br>the display should be coordinated with Carolyn Kompelien.  |           |     |
|    | Michael provided 11x17 draft display boards for review and comment. It is likely that they will be installed once the permit is approved (hopefully by weeks' end.)   |           |     |
|    | Michael noted that Carolyn has reviewed the boards and that the Permit has been applied for through Bernie Steel of Plant Management. HGA is waiting for a response. Michael to follow-up on status.  | HGA       |     |
| 6. | LKPB Engineering Information.   |           |     |
|    | Linda Kane noted that there should be a disk of information   | SAO       |     |

|     | Item  | Action By Due |
|-----|---|---------------|
|     | forthcoming from LKPB relative to the mechanical and electrical work to date.   |               |
|     | HGA received a disk and hard copy of information relative to<br>the LKPB heating system upgrade in the Capitol. Linda noted<br>that the disk contained PDF's and she had requested CAD<br>files – they will be forthcoming. She also noted that the<br>electrical system upgrade documents are also forthcoming.                            | SAO           |
| 7.  | Project Schedule.   | Team          |
|     | There was a request for the Design Team to provide an updated project schedule (design/construction/funding) for discussion.  |               |
| 8.  | Programming.  | TEAM          |
|     | Michael noted that he had a conversation with Sven Lindquist relative to verifying the Pre-Design Program document. Sven noted that he and Jim Greenwalt will sit down with the Design team and review the program sheets for the Capitol tenants. Sven will call Michael once the session calendar is settled and schedule a time to meet. |               |
|     | We discussed the status of the Program verification process. Michael noted that this process was progressing slowly due to a lack of contacts in each department. He noted that Sven had not called back with a date to meet.   |               |
|     | Michael noted he planned to draft a cover letter for each department and hand deliver them on Wednesday of this week. The cover letter will address the required information and a return date.   | TEAM          |
| 9.  | Ongoing Capitol Projects.   |               |
|     | Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.   | LICA          |
|     | HGA to follow-up with Gordy.  | HGA           |
| 10. | SCA Schedule/Upcoming Meetings.   |               |
|     | We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:  |               |
|     | <b>April:</b> Summit Meeting, Steering Committee Meeting, Bev Kroiss and Dana Badgerow Meeting, Tom Blanck Meeting (N.Y. Historical Society information.)   |               |
|     | May: Advisory Committee Meeting.  |               |
|     | <b>June:</b> CAAPB Advisors Board Meeting, Steering Committee Meeting.  |               |
|     | Nancy requested a list of dates for the trips of SCA to be forwarded to her for setting up the meetings - Michael will do   | HGA/SCA       |

so  $AS\overline{AP}$ .

### 11. Office Space in the Capitol.

info

Nancy and Linda indicated that there was a meeting scheduled to discuss the Team space within the Capitol building. Nancy noted that she had received a lease agreement for the space charging by the S.F. for the area. She inquired about the team use of the space and the anticipated length of use. She also noted that there was a meeting scheduled for Tuesday to discuss resolution of this area.

## 12. Phone/Data Connections in Space.

There was discussion about the request for a phone and data line in the office space. Nancy indicated that the Lobbyists have worked through Phyllis (651.215.8300) for phone and data connections within the building. Michael to follow up on this.

HGA

The next meeting is scheduled for (Monday April 17 @ 1:30 @ CAAPB).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: April 25, 2006

**MEETING** 

Purpose: Weekly Review Meeting #8

Date: April 24, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul MandellCAAPBPaul.mandell@state.mn.usLinda KaneSAOLinda.kane@state.mn.us

Robert LoversidgeSCArdl@sca-ae.comMichael BjornbergHGAmbjornberg@hga.com

COPIES: Those Present

File

Kath Ouska Dept of Administration Kath.ouska@state.mn.us
Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

Design Team HGA+SCA

Item Action By Due

1. **Purpose.** none

This meeting is the eighth in a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team. (*The meeting scheduled for April 17, 2006 did not occur.*)

2. General. info

There was a general update on the project related Legislative activities of the last 2 weeks.

Item Action By Due Key Upcoming Dates. 3. Info It was noted that there were some key dates for the design team to be aware of: The next Schooley Caldwell trip to Minnesota is scheduled for the week of April 24-27. It was also noted that this time period will be a critical review opportunity (this is a key in terms of the time for developing a plan involving the Senate relocation and phasing of construction.) due to Mid-April Conference Committee resolutions. There are planned follow-up visits tentatively set for May 22-24 and June 26-30. We discussed setting up a Capitol Restoration Summit **CAAPB** meeting for April 25 or 26. Nancy to set up a meeting with representatives form the Governor's office to discuss the Summit Agenda and the Governor's availability. Michael will also attend. This meeting is now TEAM being scheduled for May 24, 2006. There is an informational meeting scheduled with the Governor's Office for Tuesday April 25 @ 2:30 in the offices of CAAPB. Web Site. Ongoing 4. There was general discussion about the project web site. It is yet to be determined how it will be operated and managed -SAO, Dept of Admin, Design team. Team There was further discussion about the Web Site. It was noted that the main contact for this will be Betsy Braesch, 296.201.2377 at the SAO. HGA has been discussing a web site link. Nothing new to report here. 5. Team Space. CAAPB/SAO Nancy and Linda indicated that there was a meeting scheduled to discuss the Team space within the Capitol building. Nancy noted that she had received a lease agreement for the space charging by the S.F. for the area. She inquired about the team use of the space and the anticipated length of use. She also noted that there was a meeting scheduled to discuss resolution of this area. **TEAM** As a follow-up to the prior meetings, the Design Team has been asked to write a small description as to the planned need for the space, the intended

use of the space and precedents for use of a space like this for other

Capitol Projects.

### Phone/Data Connections in Space.

There was discussion about the request for a phone and data line in the office space. Nancy indicated that the Lobbyists have worked through Phyllis (651.215.8300) for phone and data connections within the building. Michael to follow up on this.

Michael called Phyllis (651.215.8300) to request information about phone/data connection in the team space. She noted that she can not discuss service rates until it is determined how the service would be billed. She noted that there needs to be follow-up with the State O.E.T. department.

TEAM

# 6. **LKPB Engineering Information.**

Linda Kane noted that there should be a disk of information forthcoming from LKPB relative to the mechanical and electrical work to date.

SAO

HGA received a disk and hard copy of information relative to the LKPB heating system upgrade in the Capitol. Linda noted that the disk contained PDF's and she had requested CAD files – they will be forthcoming. She also noted that the electrical system upgrade documents are also forthcoming. SAO

The design team will be visiting the offices of LKPB to review existing documentation on April 24 at 1:30 p.m.

**INFO** 

### 7. **Project Schedule.**

There was a request for the Design Team to provide an updated project schedule (design/construction/funding) for discussion.

Team

# 8. **Programming.**

Michael noted that he had a conversation with Sven Lindquist relative to verifying the Pre-Design Program document. Sven noted that he and Jim Greenwalt will sit down with the Design team and review the program sheets for the Capitol tenants. Sven will call Michael once the session calendar is

We discussed the status of the Program verification process. Michael noted that this process was progressing slowly due to a lack of contacts in each department. He noted that Sven had not called back with a date to meet.

settled and schedule a time to meet.

Michael noted he planned to draft a cover letter for each department and hand deliver them on Wednesday of this week. The cover letter will address the required information

TEAM

**TEAM** 

|     | Item   | Action By | Due |
|-----|--|-----------|-----|
|     | and a return date.   |           |     |
|     | The program packets were distributed on Wednesday, April 12, with a request for return on Wednesday April 19. To date, 2 packets have been returned: Attorney General and Capitol Security.  | TENANTS   |     |
|     | It was noted that the design team will set up individual department meetings for the week of May 22.   | TEAM      |     |
| 9.  | Ongoing Capitol Projects.  |           |     |
|     | Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.  | HCA       |     |
|     | HGA to follow-up with Gordy.   | HGA       |     |
|     | Ongoing.   |           |     |
| 10. | SCA Schedule/Upcoming Meetings.  |           |     |
|     | We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:   |           |     |
|     | <b>April:</b> Summit Meeting, Steering Committee Meeting, Bev Kroiss and Dana Badgerow Meeting, Tom Blanck Meeting (N.Y. Historical Society information.)  |           |     |
|     | Michael noted that attempts to set up a meeting with Tom Blanck were unsuccessful.   |           |     |
|     | May: Advisory Committee Meeting, Preservation/Historical Consultants Meeting, Programming/Tenant Meetings, Governor's Summit Meeting, Code Review Meeting.   | HGA/SCA   |     |
|     | <b>June:</b> CAAPB Advisors Board Meeting, Steering Committee Meeting.   |           |     |
| 11. | Conceptual Design Review.  |           |     |
|     | Bob Loversidge presented some early conceptual designs for the lower levels of the building. Bob noted that these concepts are very preliminary and that the program information will need to be verified and quantified prior to verification of programmatic requirements. Bob also provided a power point show about the Kansas State Capitol project noting how it may apply to the Minnesota project. | INFO      |     |
|     | There was discussion about who to show the power point show to and who to show the early concept designs.  |           |     |
| 12. | Asset Preservation Contract.   |           |     |
|     | Linda noted that the Asset Preservation Contract is nearing ready for review. She noted that the State is using this as the new template for similar projects to allow for individual work orders of off a Base Agreement.   | SAO       |     |

The next meeting is scheduled for (Monday May 1 @ 1:30 @ CAAPB).

Minnesota State Capitol Interior Restoration April 25, 2006 Page 5

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

 $s:\ \ 0000\ 476\ \ 028-00\ \ \ reports\ \ reportpd\ \ pre-design\ rjm\ \ 08-appendix\ \ g-meeting\ minutes\ \ 04-25-06\ caapb\ meeting\ \#08\ notes. doc$ 



PROJECT: Minnesota State Capitol

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: April 27, 2006 DRAFT

**MEETING** 

Purpose: Project Review and Update

Date: April 26, 2006 Time: 9:00 A.M.

Location: Department of Administration

PRESENT: Comm. Dana Badgerow Dept. of Administration

Asst. Comm. Nicky GiancolaDept. of AdministrationBev KroissDept. of AdministrationKath OuskaDept. of AdministrationLinda KaneDept. of AdministrationBob LoversidgeSchooley Caldwell Associates

Michael Bjornberg HGA, Inc.

COPIES: Those Present

File

Becky Greco HGA, Inc.

Item Action By Due

1. **PURPOSE.** none

Linda Kane noted that the purpose of this meeting was to introduce the Design Team to Commissioner Dana Badgerow, to discuss the potential for a Governor's Summit meeting on the Capitol Restoration process, the project process to date, to present some information about other State Capitols and to review early conceptual ideas for the restoration.

### 2. Team Introduction.

none

Commissioner Badgerow noted that she had been involved in the interview process and was familiar with the design team members present.

Hammel, Green and Abrahamson, Inc. HGA Architects and Engineers, LLC HGA Architects and Engineers, LLP 701 Washington Avenue North • Minneapolis, Minnesota USA 55401-1180

Telephone 612.758.4000 Facsimile 612.758.4199

Visit our Website: www.hga.com

### 3. Governor's Summit.

We discussed the proposal for a Governor's Summit meeting as presented in the Draft Agenda. Commissioner Badgerow noted that this is a very difficult time to attempt a Summit on this project, due to a variety of factors, including the current Legislative Sessions activities and the upcoming election cycle. Dana noted that the election may impact the political structure and if so, the Summit would no longer contain the appropriate people. She recommended that the Summit wait to be scheduled until after the election process ahs occurred.

Commissioner Badgerow noted that she will be speaking with representatives from the Governor's office and will be getting a read on the potential and for activities related to the Capitol Restoration.

## 4. Project Process to Date.

none

The design team noted the activities to date – which have been accumulating background information and understanding the political issues related to the overall project. Bob noted his observation that the Pre-Design had assumed construction of a new State Office building prior to the Restoration of the Capitol Building. We have subsequently determined that this scenario is unlikely to occur in that the construction of a new Office Building lacks sufficient political support and champions. The Capitol Restoration also has lacked a champion, although all support the idea of its restoration. The result of this is that there currently is no "project," in that there is no developed 'plan" that has bipartisan support by the Governor and the Legislature. With these issues in mind, the design team has been looking to ways to identify "found space" and determine the appropriate long term use of the Capitol building.

### 5. State Capitol Projects.

None

Bob Loversidge provided a power point presentation discussing state capitol restorations and focusing on aspects of the ongoing Kansas State Capitol restoration that may be applicable to the Minnesota Capitol project. Of particular note was the effort to identify spaces that are currently in the building but underutilized. These spaces can provide much needed space within the existing facility. Some of the areas identified were attic spaces and Lower Level spaces. The attic spaces can make ideal locations for additional mechanical equipment. The lower level spaces often have an identical footprint and pattern as the upper floors — so that with some creative design and modest additions — this space can be equivalent to an additional useable floor.

Item

Bob discussed the other projects they have been and are involved in and how they relate to this work.

The Commissioner suggested that benchmarking visits to other capitols would be a good idea. The design team suggested Ohio, Kansas and the US Capitol as possible

## 6. Conceptual Design.

Bob noted that the design team has developed some preliminary thoughts about potential design opportunities for this building. He noted that we have yet to fully verify the Pre-Design program and understand what is required versus what is desired. He noted that the Pre-Design assumed that the Hearing rooms would be relocated to the New Office Building and with that assumption there are additional requirements that may not apply if the departments remain in the Capitol building. We have requested update information form departments within the building and are planning to schedule interview/walk through meetings in May. This information will help to clarify programmatic needs.

destinations. Timing and participants need to be explored.

The conceptual design, that was shown, illustrated the lower levels of the existing Capitol with a modest underground addition to the south of the building front. This addition did not extend beyond Aurora Avenue and was a 2 storey addition that was largely invisible from the front.

The addition may house a large public assembly space and additional office. Bob illustrated the found space opportunities it he basement level and also discussed the aspects of secure parking and a loading dock facility.

There was also discussion about the potential of removing the existing columns in the hearing rooms along with the vaults. This would open the rooms up for maximized use as hearing rooms.

Michael noted that this plan was quite close to representative of the stated program needs in terms of he Senate Offices and the number of hearing rooms. Bob noted that the Pre-design program had indicated larger hearing rooms and in addition had noted a need for 3 large hearing rooms accommodating 400-600 people. This concept provide for one such room.

The Commissioner expressed support of this basic design concept and noted that it also provide solutions for a variety of issues related to the Capitol. She noted that she would lend her support to it and would speak with the Governor's staff about the project.

The Commissioner asked about how this design concept

Ongoing

related to the prior expressed cost estimate for \$53 million (2001\$) that was escalated to \$79 Million for 2006\$. Bob noted that it was very early in the process to determine that with any sense of accuracy, but that this approach provides space that was originally designated to be in the new building also. Pressed to express a range – it was noted likely to be a 3 figure number that could be a range of\$100 - \$150 Million, but noted that this information will evolve as the program gets verified and the design gets tested further. There is still much to be determined.

### 7. Next Steps.

Commissioner Badgerow expressed her approval of this initial concept, noting that it is beyond the scope of the Pre-Design study, and she authorized the design team to continue studying this direction, expanding it to the remainder of the building. She noted an upcoming meeting with the Governor's Chief of Staff, and indicated that she would bring these ideas to his attention, along with the Governor.

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

 $s:\ 0000\ 476\ 028-00\ work\ reports\ rim\ 08-appendix\ g-meeting\ minutes\ 04-26-06\ commissioner\ meeting. doc$ 



capitol restoration collaborative



# **Commissioner Badgerow Meeting**

April 26, 2006 9:00 a.m. Room 200 Administration Building

# **AGENDA TOPICS:**

# Introduction

The Purpose of the Meeting: The Governor's Summit Meeting

Design Team Leadership

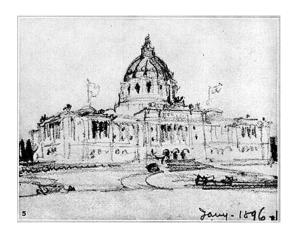
**Initial Observations** 

The Opportunity: A Second Hundred Years for the Capitol

Critical Issues for Project Success

Benchmarking Trips (Ohio, Kansas, Washington, D.C.)

Next Steps





PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: May 15, 2006

**MEETING** 

Purpose: Weekly Review Meeting #9

Date: May 8, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul MandellCAAPBPaul.mandell@state.mn.usLinda KaneSAOLinda.kane@state.mn.usMichael BjornbergHGAmbjornberg@hga.com

COPIES: Those Present

File

Kath Ouska Dept of Administration Kath.ouska@state.mn.us
Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

Design Team HGA+SCA

Item Action By Due

1. **Purpose.** none

This meeting is the ninth in a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team.

2. General. info

There was a general update on the project related Legislative activities of the last 2 weeks.

|    | Item  | Action By Due |
|----|---|---------------|
| 3. | Key Upcoming Dates.   | Info          |
|    | It was noted that there were some key dates for the design<br>team to be aware of:  |               |
|    | • The next Schooley Caldwell trip to Minnesota is scheduled for the week of April 24-27. It was also noted that this time period will be a critical review opportunity (this is a key in terms of the time for developing a plan involving the Senate relocation and phasing of construction.) due to Mid- April Conference Committee resolutions. There are planned follow-up visits tentatively set for May 22-24 and June 26-30. |               |
|    | • We discussed setting up a Capitol Restoration Summit meeting for April 25 or 26. It has been noted that a Summit meeting may not occur until after the election in November.  | CAAPB         |
| 4. | Web Site.   | Ongoing       |
|    | There was general discussion about the project web site. It is yet to be determined how it will be operated and managed – SAO, Dept of Admin, Design team.  | TT.           |
|    | There was further discussion about the Web Site. It was noted that the main contact for this will be Betsy Braesch, 296.201.2377 at the SAO.  | Team          |
|    | HGA has been discussing a web site link.  |               |
|    | Nothing new to report here.   |               |
| 5. | Team Space.   |               |
|    | Nancy and Linda indicated that there was a meeting scheduled to discuss the Team space within the Capitol building. Nancy noted that she had received a lease agreement for the space charging by the S.F. for the area. She inquired about the team use of the space and the anticipated length of use. She also noted that there was a meeting scheduled to discuss resolution  | CAAPB/SAO     |
|    | of this area.   | TEAM          |
|    | Subsequently, it has been determined that the Judicial Dining Space will not be available for Team use under the current lease conditions. (Bonded funds can not be utilized for renting of space.) Gordy Specht has asked for return of the key.   |               |
| 6. | 6 Week Summary Book.  |               |
|    | We began review and edit comments on the 6 week summary information. This will be ongoing as time permits.  | ALL           |

Review of the summary book has been completed and the edits are

| Michael distributed a "next 6 week "document for review.  7. Project Schedule.  There was a request for the Design Team to provide an updated project schedule (design/construction/funding) for discussion.  Ongoing as design develops.  8. Programming.  Michael noted that he had a conversation with Sven Lindquist relative to verifying the Pre-Design Program document. Sven noted that he and Jim Greenwalt will sit down with the Design team and review the program sheets for the Capitol tenants. Sven will call Michael once the session calendar is settled and schedule a time to meet.  We discussed the status of the Program verification process. Michael noted that this process was progressing slowly due to a lack of contacts in each department. He noted that Sven had not called back with a date to meet.  Michael noted he planned to draft a cover letter for each department and hand deliver them on Wednesday of this week. The cover letter will address the required information and a return date.  The program packets were distributed on Wednesday, April 12, with a request for return on Wednesday April 19. To date, 2 packets have been returned: Attorney General and Capitol Security.  It was noted that the design team will set up individual department meetings for the week of May 22.  To date, we have received additional returned packets from the Minnesota Historical Society and the House of Representatives.  9. Ongoing Capitol Projects.  Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.  HGA to follow-up with Gordy.  Ongoing.  SCA Schedule/Upcoming Meetings.  We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:  May: Advisory Committee Meeting, and Tenant Meetings.             |     | Item  | Action By | Due |
|--|-----|---|-----------|-----|
| Team There was a request for the Design Team to provide an updated project schedule (design/construction/funding) for discussion.  Ongoing as design develops.  8. Programming. Michael noted that he had a conversation with Sven Lindquist relative to verifying the Pre-Design Program document. Sven noted that he and Jim Greenwalt will sit down with the Design team and review the program sheets for the Capitol tenants. Sven will call Michael once the session calendar is settled and schedule a time to meet.  We discussed the status of the Program verification process. Michael noted that this process was progressing slowly due to a lack of contacts in each department. He noted that Sven had not called back with a date to meet.  Michael noted he planned to draft a cover letter for each department and hand deliver them on Wednesday of this week. The cover letter will address the required information and a return date.  The program packets were distributed on Wednesday, April 12, with a request for return on Wednesday April 19. To date, 2 packets have been returned: Attorney General and Capitol Security.  It was noted that the design team will set up individual department meetings for the week of May 22.  To date, we have recived additional returned packets from the Minnesota Historical Society and the Honse of Representatives.  9. Ongoing Capitol Projects.  Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.  HGA to follow-up with Gordy.  Ongoing.  10. SCA Schedule/Upcoming Meetings.  We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:   |     | underway.   | TEAM      |     |
| There was a request for the Design Team to provide an updated project schedule (design/construction/funding) for discussion.  Ongoing as design develops.  8. Programming.  Michael noted that he had a conversation with Sven Lindquist relative to verifying the Pre-Design Program document. Sven noted that he and Jim Greenwalt will sit down with the Design team and review the program sheets for the Capitol tenants. Sven will call Michael once the session calendar is settled and schedule a time to meet.  We discussed the status of the Program verification process. Michael noted that this process was progressing slowly due to a lack of contacts in each department. He noted that Sven had not called back with a date to meet.  Michael noted he planned to draft a cover letter for each department and hand deliver them on Wednesday of this week. The cover letter will address the required information and a return date.  The program packets were distributed on Wednesday, April 12, with a request for return on Wednesday April 19. To date, 2 packets have been returned: Attorney General and Capitol Security.  It was noted that the design team will set up individual department meetings for the week of May 22.  To date, we have received additional returned packets from the Minnesota Historical Society and the Honse of Representatives.  9. Ongoing Capitol Projects.  Michael noted that the Design team would like to be apprised of ongoing Capitol Projects.  Michael noted that the Sign team would like to be apprised of ongoing Capitol Projects.  Michael noted that the Design team would like to be apprised of ongoing Capitol Projects.  Michael noted that the Design team would like to be apprised of ongoing Capitol Projects.  We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:  |     | Michael distributed a "next 6 week "document for review.  | CAAPB/SAO |     |
| updated project schedule (design/construction/funding) for discussion.  Ongoing as design develops.  8. Programming.  Michael noted that he had a conversation with Sven Lindquist relative to verifying the Pre-Design Program document. Sven noted that he and Jim Greenwalt will sit down with the Design team and review the program sheets for the Capitol tenants. Sven will call Michael once the session calendar is scrtled and schedule a time to meet.  We discussed the status of the Program verification process. Michael noted that this process was progressing slowly due to a lack of contacts in each department. He noted that Sven had not called back with a date to meet.  Michael noted he planned to draft a cover letter for each department and hand deliver them on Wednesday of this week. The cover letter will address the required information and a return date.  The program packets were distributed on Wednesday, April 12, with a request for return on Wednesday April 19. To date, 2 packets have been returned: Attorney General and Capitol Security.  It was noted that the design team will set up individual department meetings for the week of May 22.  To date, we have received additional returned packets from the Minnesota Historical Society and the Honse of Representatives.  9. Ongoing Capitol Projects.  Michael noted that the Design team would like to be apprised of ongoing Capitol Projects.  Michael noted that the Design team would like to be apprised of ongoing Capitol Projects.  Michael noted that the Design team would like to be apprised of ongoing Capitol Projects.  Michael noted that the Design team would like to be apprised of ongoing Capitol Projects.  Michael noted that the Design team would like to be apprised of ongoing Capitol Projects.  We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows: | 7.  | Project Schedule.   | Team      |     |
| 8. Programming.  Michael noted that he had a conversation with Sven Lindquist relative to verifying the Pre-Design Program document. Sven noted that he and Jim Greenwalt will sit down with the Design team and review the program sheets for the Capitol tenants. Sven will call Michael once the session calendar is settled and schedule a time to meet.  We discussed the status of the Program verification process. Michael noted that this process was progressing slowly due to a lack of contacts in each department. He noted that Sven had not called back with a date to meet.  Michael noted he planned to draft a cover letter for each department and hand deliver them on Wednesday of this week. The cover letter will address the required information and a return date.  The program packets were distributed on Wednesday, April 12, with a request for return on Wednesday April 19. To date, 2 packets have been returned: Attorney General and Capitol Security.  It was noted that the design team will set up individual department meetings for the week of May 22.  To date, we have received additional returned packets from the Minnesota Historical Society and the Honse of Representatives.  9. Ongoing Capitol Projects.  Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.  HGA to follow-up with Gordy.  Ongoing.  10. SCA Schedule/Upcoming Meetings.  We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:   |     | updated project schedule (design/construction/funding) for  |           |     |
| Michael noted that he had a conversation with Sven Lindquist relative to verifying the Pre-Design Program document. Sven noted that he and Jim Greenwalt will sit down with the Design team and review the program sheets for the Capitol tenants. Sven will call Michael once the session calendar is settled and schedule a time to meet.  We discussed the status of the Program verification process. Michael noted that this process was progressing slowly due to a lack of contacts in each department. He noted that Sven had not called back with a date to meet.  Michael noted he planned to draft a cover letter for each department and hand deliver them on Wednesday of this week. The cover letter will address the required information and a return date.  The program packets were distributed on Wednesday, April 12, with a request for return on Wednesday April 19. To date, 2 packets have been returned: Attorney General and Capitol Security.  It was noted that the design team will set up individual department meetings for the week of May 22.  To date, we bave received additional returned packets from the Minnesota Historical Society and the House of Representatives.  9. Ongoing Capitol Projects.  Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.  HGA to follow-up with Gordy.  Ongoing.  10. SCA Schedule/Upcoming Meetings.  We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:  |     | Ongoing as design develops.   |           |     |
| relative to verifying the Pre-Design Program document. Sven noted that he and Jim Greenwalt will sit down with the Design team and review the program sheets for the Capitol tenants. Sven will call Michael once the session calendar is settled and schedule a time to meet.  We discussed the status of the Program verification process. Michael noted that this process was progressing slowly due to a lack of contacts in each department. He noted that Sven had not called back with a date to meet.  Michael noted he planned to draft a cover letter for each department and hand deliver them on Wednesday of this week. The cover letter will address the required information and a return date.  The program packets were distributed on Wednesday, April 12, with a request for return on Wednesday April 19. To date, 2 packets have been returned: Attorney General and Capitol Security.  It was noted that the design team will set up individual department meetings for the week of May 22.  To date, we have received additional returned packets from the Minnesota Historical Society and the House of Representatives.  9. Ongoing Capitol Projects.  Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.  HGA to follow-up with Gordy.  Ongoing.  10. SCA Schedule/Upcoming Meetings.  We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:   | 8.  | Programming.  | TEAM      |     |
| Michael noted that this process was progressing slowly due to a lack of contacts in each department. He noted that Sven had not called back with a date to meet.  Michael noted he planned to draft a cover letter for each department and hand deliver them on Wednesday of this week. The cover letter will address the required information and a return date.  The program packets were distributed on Wednesday, April 12, with a request for return on Wednesday April 19. To date, 2 packets have been returned: Attorney General and Capitol Security.  It was noted that the design team will set up individual department meetings for the week of May 22.  To date, we have received additional returned packets from the Minnesota Historical Society and the House of Representatives.  9. Ongoing Capitol Projects.  Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.  HGA to follow-up with Gordy.  Ongoing.  10. SCA Schedule/Upcoming Meetings.  We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:  |     | relative to verifying the Pre-Design Program document. Sven noted that he and Jim Greenwalt will sit down with the Design team and review the program sheets for the Capitol tenants. Sven will call Michael once the session calendar is |           |     |
| department and hand deliver them on Wednesday of this week. The cover letter will address the required information and a return date.  The program packets were distributed on Wednesday, April 12, with a request for return on Wednesday April 19. To date, 2 packets have been returned: Attorney General and Capitol Security.  It was noted that the design team will set up individual department meetings for the week of May 22.  To date, we have received additional returned packets from the Minnesota Historical Society and the House of Representatives.  9. Ongoing Capitol Projects.  Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information. HGA to follow-up with Gordy.  Ongoing.  10. SCA Schedule/Upcoming Meetings.  We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:   |     | Michael noted that this process was progressing slowly due to<br>a lack of contacts in each department. He noted that Sven had  |           |     |
| 12, with a request for return on Wednesday April 19. To date, 2 packets have been returned: Attorney General and Capitol Security.  It was noted that the design team will set up individual department meetings for the week of May 22.  To date, we have received additional returned packets from the Minnesota Historical Society and the Honse of Representatives.  9. Ongoing Capitol Projects.  Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.  HGA to follow-up with Gordy.  Ongoing.  10. SCA Schedule/Upcoming Meetings.  We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:  |     | department and hand deliver them on Wednesday of this week. The cover letter will address the required information  | TEAM      |     |
| department meetings for the week of May 22.  To date, we have received additional returned packets from the Minnesota Historical Society and the House of Representatives.  9. Ongoing Capitol Projects.  Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.  HGA to follow-up with Gordy.  Ongoing.  10. SCA Schedule/Upcoming Meetings.  We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:   |     | 12, with a request for return on Wednesday April 19. To date, 2 packets have been returned: Attorney General and Capitol  |           |     |
| <ul> <li>Historical Society and the House of Representatives.</li> <li>9. Ongoing Capitol Projects.  Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.  HGA to follow-up with Gordy.  Ongoing.</li> <li>10. SCA Schedule/Upcoming Meetings.  We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:</li> </ul>   |     |   |           |     |
| Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.  HGA to follow-up with Gordy.  Ongoing.  10. SCA Schedule/Upcoming Meetings.  We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:   |     | 1 3   |           |     |
| of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.  HGA to follow-up with Gordy.  Ongoing.  10. SCA Schedule/Upcoming Meetings.  We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:  | 9.  | Ongoing Capitol Projects.   |           |     |
| HGA to follow-up with Gordy.  Ongoing.  10. SCA Schedule/Upcoming Meetings.  We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:  |     | of ongoing Capitol improvement projects. It was noted that  | HC A      |     |
| 10. SCA Schedule/Upcoming Meetings.  We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:  |     | HGA to follow-up with Gordy.  | 110/1     |     |
| We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:   |     | Ongoing.  |           |     |
| trips to Minnesota. It was suggested that it may be as follows:  | 10. | SCA Schedule/Upcoming Meetings.   |           |     |
| May: Advisory Committee Meeting, and Tenant Meetings.  |     |   |           |     |
|  |     | May: Advisory Committee Meeting, and Tenant Meetings.   |           |     |

June: CAAPB Advisors Board Meeting, Steering Committee

|     | Item   | Action By | Due |
|-----|--|-----------|-----|
|     | Meeting, Preservation/Historical Consultants Meeting, Governor's Summit Meeting (?).   | HGA/SCA   |     |
| 11. | Conceptual Design Review.  |           |     |
|     | Bob Loversidge presented some early conceptual designs for<br>the lower levels of the building. Bob noted that these concepts<br>are very preliminary and that the program information will<br>need to be verified and quantified prior to verification of<br>programmatic requirements. Bob also provided a power point<br>show about the Kansas State Capitol project noting how it<br>may apply to the Minnesota project. | INFO      |     |
|     | There was discussion about who to show the power point show to and who to show the early concept designs.  |           |     |
|     | To date, the presentation has been shown to representatives of:<br>Department of Administration, CAAPB, Department of Finance, and<br>the Governor's office.   |           |     |
| 12. | Asset Preservation Contract.   |           |     |
|     | Linda noted that the Asset Preservation Contract is nearing ready for review. She noted that the State is using this as the new template for similar projects to allow for individual work orders of off a Base Agreement.   | SAO       |     |
|     | HGA has received the Asset Preservation Work Order Contract and is reviewing it.   | TEAM      |     |

The next meeting is scheduled for (Monday May 15 @ 1:30 @ CAAPB).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

 $s:\ 0000\ 476\ 028-00\ work\ reports\ reportpd\ pre-design\ rjm\ 08-appendix\ g-meeting\ minutes\ 05-08-06\ caapb\ meeting\ \#09\ notes.doc$ 



PROJECT: Minnesota State Capitol

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: May 19, 2006

**MEETING** 

Purpose: Project Review and Update

Date: May 8, 2006 Time: 3:00 P.M. Location: Department of Administration Conference Room

PRESENT: Comm. Dana Badgerow Dept. of Administration

Asst. Comm. Nicky Giancola Dept. of Administration **Bev Kroiss** Dept. of Administration Jim Rhodes Dept. of Administration Lenora Madigan Dept. of Administration Commissioner Peggy Ingison Dept. of Finance Jim Schowalter Dept. of Finnce Dept. of Finance Stephanie Andrews Peggy Lexau Dept. of Finance

Tom Hansen Governor's Office
Linda Kane Dept. of Administration

Nancy StarkCAAPBPaul MandellCAAPBMichael BjornbergHGA, Inc.

COPIES: File

Robert Loversidge SCA
Becky Greco HGA, Inc.

Item Action By Due

## 1. **PURPOSE.**

none

The purpose of the presentation meeting was to provide information on State Capitols (with a case study of the Kansas State Capitol building) and to review early design concepts for the Minnesota State Capitol restoration to the Department of Finance and the Governor's staff representative.

Hammel, Green and Abrahamson, Inc. HGA Architects and Engineers, LLC HGA Architects and Engineers, LLP 701 Washington Avenue North • Minneapolis, Minnesota USA 55401-1180

Telephone 612.758.4000 Facsimile 612.758.4199

Visit our Website: www.hga.com

# 2. Team Introduction.

Commissioner Badgerow noted that she had been involved in the interview process and was familiar with the design team members present. She noted that she had seen the design concept presentation and feels that it merits further review by State departments.

# 3. Project Process to Date.

The design team noted the activities to date – which have been accumulating background information and understanding the political issues related to the overall project. Michael that the Pre-Design had assumed 2 scenarios for the restoration of the Capitol building/swing space: construction of a new State Office building prior to the Restoration of the Capitol Building or identification of swing space (temporary and permanent) within the Capitol Complex area.. We have subsequently determined that this scenario of a new office building is unlikely to occur in that this option lacks sufficient political support for construction of an additional State Office building at this time. To date there has been resistance to identifying swing space and relocation outside of the building during sessions.

These scenarios in conjunction with the realization that a majority of the construction funding on the state capitol, to date, has been for emergency quick fix projects, has lead the design team to looking at permanent fixes and solutions that look at the building as a legacy project that can answer needs for the next 100 years and to enhance the effectiveness of he Legislative process.

# 4. State Capitol Projects.

Michael provided a power point presentation discussing state capitol restorations and focusing on aspects of the ongoing Kansas State Capitol restoration that may be applicable to the Minnesota Capitol project. Of particular note was the effort to identify spaces that are currently in the building but underutilized. These spaces can provide much needed space within the existing facility. Some of the areas identified were attic spaces and Lower Level spaces. The attic spaces can make ideal locations for additional mechanical equipment. The lower level spaces often have an identical footprint and pattern as the upper floors – so that with some creative design and modest additions – this space can be equivalent to an additional useable floor.

Bob discussed the other projects they have been and are involved in and how they relate to this work.

none

none

None

The Commissioner suggested that benchmarking visits to other capitols would be a good idea. The design team suggested Ohio, Kansas and the US Capitol as possible destinations. Timing and participants need to be explored.

# 5. Conceptual Design.

Michael noted that the design team has developed some preliminary thoughts about potential design opportunities for this building. He noted that we have yet to fully verify the Pre-Design program and understand what is required versus what is desired. He noted that the Pre-Design assumed that the Hearing rooms would be relocated to the New Office Building and with that assumption there are additional requirements that may not apply if the departments remain in the Capitol building. We have requested update information from departments within the building and are planning to schedule interview/walk through meetings in May. This information will help to clarify programmatic needs.

The conceptual design, that was shown, illustrated the lower levels of the existing Capitol with a modest underground addition to the south of the building front. This addition was a 2 storey addition that was largely invisible from the front.

The addition may house a large public assembly space and additional office. Michael illustrated the found space opportunities it he basement level and also discussed the aspects of secure parking and a loading dock facility.

There was also discussion about the potential of removing the existing columns in the hearing rooms along with the vaults. This would open the rooms up for maximized use as hearing rooms.

Michael noted that this plan was quite close to representative of the stated program needs in terms of he Senate Offices and the number of hearing rooms. He noted that the Pre-design program had indicated larger hearing rooms and in addition had noted a need for 3 large hearing rooms accommodating 400 - 600 people. This concept provide for one such room.

Commissioner Badgerow expressed support of this basic design concept and noted that it also provide solutions for a variety of issues related to the Capitol. She noted that she would personally commit to establishing and spearheading a marketing campaign for this basic design approach.

The Commissioner Ingison asked about how this design concept related to the prior expressed cost estimate. Commissioner Badgerow noted that it was very early in the process to determine that with any sense of accuracy, but that

Ongoing

this approach provides space that was originally designated to be in the new building also. She noted that she was reluctant to express a number and then have that number become the project number." Commissioner Badgerow noted that the project was likely to have a larger price that the Pre-design estimate, but noted that this information will evolve as the program gets verified and the design gets tested further. There is still much to be determined.

# 6. Next Steps.

Commissioner Badgerow expressed her approval of this initial concept, noting that it is beyond the scope of the Pre-Design study, and she authorized the design team to continue studying this direction, expanding it to the remainder of the building. She noted an upcoming meeting with the Governor's Chief of Staff, and indicated that she would bring these ideas to his attention, along with the Governor.

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: May 17, 2006

**MEETING** 

Purpose: Weekly Review Meeting #10

Date: May 15, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul MandellCAAPBPaul.mandell@state.mn.usLinda KaneSAOLinda.kane@state.mn.usMichael BjornbergHGAmbjornberg@hga.com

COPIES: Those Present

File

Kath Ouska Dept of Administration Kath.ouska@state.mn.us
Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

Design Team HGA+SCA

Item Action By Due

1. **Purpose.** none

This meeting is the tenth in a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team.

2. General. info

There was a general update on the project related Legislative activities of the last 2 weeks.

Hearings are ongoing and the Session is scheduled to be completed May 22.

|    | Item   | Action By Due               |
|----|--|-----------------------------|
| 3. | Key Upcoming Dates.  | Info                        |
|    | It was noted that there were some key dates for the design<br>team to be aware of:   |                             |
|    | • The next Schooley Caldwell trips to Minnesota are scheduled for the week of May 22-24 and June 26-30.  |                             |
|    | • We discussed setting up a Capitol Restoration Summit meeting for April 25 or 26. It has been noted that a Summit meeting may not occur until after the election in November.   | CAAPB                       |
| 4. | Web Site.  | Ongoing                     |
|    | There was general discussion about the project web site. It is yet to be determined how it will be operated and managed – SAO, Dept of Admin, Design team.   | TT.                         |
|    | There was further discussion about the Web Site. It was noted that the main contact for this will be Betsy Braesch, 296.201.2377 at the SAO.   | Team                        |
|    | HGA has been discussing a web site link.   |                             |
|    | Nothing new to report here.  |                             |
| 5. | Team Space.  |                             |
|    | Nancy and Linda indicated that there was a meeting scheduled to discuss the Team space within the Capitol building. Nancy noted that she had received a lease agreement for the space charging by the S.F. for the area. She inquired about the team use of the space and the anticipated length of use. She also noted that there was a meeting scheduled to discuss resolution of this area. | CAAPB/SAO                   |
|    | Subsequently, it has been determined that the Judicial Dining Space will not be available for Team use under the current lease conditions. (Bonded funds can not be utilized for renting of space.) Gordy Specht has asked for return of the key.  | TEAM                        |
| 6. | 6 Week Summary Book.   |                             |
|    | We began review and edit comments on the 6 week summary information. This will be ongoing as time permits.   | ALL                         |
|    | Review of the summary book has been completed and the edits are underway.  | TEAM<br>CAAPB/SAO           |
|    | Michael distributed a "next 6 week "document for review.   | 0.1.11 D <sub>1</sub> 0.110 |
|    | Paul Mandell noted that the deliverables seem quite aggressive. Michael noted that with the June Legislative submission deadline, it seemed that every effort should be made to assess the scope and magnitude of the design concept by this time and to be able to secure consensus agreement as tot eh direction of the design prior to full Schematic Design documentation.                 |                             |

|     | Item  | Action By Due |
|-----|---|---------------|
| 7.  | Project Schedule.   | Team          |
|     | There was a request for the Design Team to provide an updated project schedule (design/construction/funding) for discussion.  |               |
|     | Ongoing as design develops.   |               |
|     | Likely in June, in that it relates directly to the selected design direction.   |               |
| 8.  | Programming.  | TEAM          |
|     | Michael noted that he had a conversation with Sven Lindquist relative to verifying the Pre-Design Program document. Sven noted that he and Jim Greenwalt will sit down with the Design team and review the program sheets for the Capitol tenants. Sven will call Michael once the session calendar is settled and schedule a time to meet.                   |               |
|     | The Senate has noted that they are not available until after Memorial Day.  |               |
|     | Michael noted he planned to draft a cover letter for each department and hand deliver them on Wednesday of this week. The cover letter will address the required information and a return date. The program packets were distributed on Wednesday, April 12, with a request for return on Wednesday April 19. To date, 2 packets have been returned: Attorney | TEAM          |
|     | General and Capitol Security. To date, we have received additional returned packets from the Minnesota Historical Society and the House of Representatives.   | TENANTS       |
|     | It was noted that the design team will set up individual department meetings for the week of May 22. To date, meetings have been set up with the following groups: Governor's office, Supreme Court, Attorney General, House, House Information Services, and Plant Management.   | TEAM          |
|     | We also have a meeting scheduled with the Lt. Governor's office.  |               |
| 9.  | Ongoing Capitol Projects.   |               |
|     | Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.   | LIC A         |
|     | HGA to follow-up with Gordy.  | HGA           |
|     | Ongoing.  |               |
| 10. | SCA Schedule/Upcoming Meetings.   |               |
|     | We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:  |               |

May: Advisory Committee Meeting, Tenant Meetings, Lt. Governor's

|     | Item   | Action By | Due |
|-----|--|-----------|-----|
|     | Office.  |           |     |
|     | June: CAAPB Advisors Board Meeting, Steering Committee Meeting, Preservation/Historical Consultants Meeting, Governor's Summit Meeting (?).  | HGA/SCA   |     |
| 11. | Conceptual Design Review.  |           |     |
|     | Bob Loversidge presented some early conceptual designs for<br>the lower levels of the building. Bob noted that these concepts<br>are very preliminary and that the program information will<br>need to be verified and quantified prior to verification of<br>programmatic requirements. Bob also provided a power point<br>show about the Kansas State Capitol project noting how it<br>may apply to the Minnesota project. | INFO      |     |
|     | There was discussion about who to show the power point show to and who to show the early concept designs.  |           |     |
|     | To date, the presentation has been shown to representatives of:<br>Department of Administration, CAAPB, Department of Finance, and<br>the Governor's office.   |           |     |
| 12. | Asset Preservation Contract.   |           |     |
|     | Linda noted that the Asset Preservation Contract is nearing ready for review. She noted that the State is using this as the new template for similar projects to allow for individual work orders of off a Base Agreement.   | SAO       |     |
|     | HGA has received the Asset Preservation Work Order Contract and is reviewing it.   | TEAM      |     |

The next meeting is scheduled for (tbd).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: May 22, 2006

**MEETING** 

Purpose: Weekly Review Meeting #11

Date: May 15, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul MandellCAAPBPaul.mandell@state.mn.usLinda KaneSAOLinda.kane@state.mn.us

**Bob Loversidge** HGA + SCA rdl@sca-ae.com

COPIES: Those Present

File

Kath Ouska Dept of Administration Kath.ouska@state.mn.us
Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

Design Team HGA+SCA

Item Action By Due

1. **Purpose.** none

This meeting is part of a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team.

2. General. info

There was a general update on the project related Legislative activities of the last 2 weeks.

The Legislative Session has been completed.

The final bonding bill contains \$2,400,000.00 for the Capitol, earmarked for repairs to the dome and "continuing design of the capitol restoration." This funding will be available about July 1<sup>st</sup>. The language is flexible, so we are not restricted to the interior or to the previous project scope.

|    | Item   | Action By | Due |
|----|--|-----------|-----|
| 3. | 6 Week Book  | HGA       |     |
|    | Michael had previously distributed a draft of the "6 Week Book" for review. CAAPB asked for minor clarifications; the design team will make the revisions and issue the document to this group and the Advisory Committee later this week.   |           |     |
| 4. | Minutes from the last meeting  | HGA       |     |
|    | There were a couple of minor corrections to the minutes. Corrected minutes will be distributed at the next meeting.  |           |     |
| 5. | Team Space.  |           |     |
|    | Nancy and Linda indicated that there was a meeting scheduled to discuss the Team space within the Capitol building. Nancy noted that she had received a lease agreement for the space charging by the S.F. for the area. She inquired about the team use of the space and the anticipated length of use. She also noted that there was a meeting scheduled to discuss resolution of this area. | CAAPB/SAO |     |
|    | Subsequently, it has been determined that the Judicial Dining Space will not be available for Team use under the current lease conditions. (Bonded funds can not be utilized for renting of space.) Gordy Specht has asked for return of the key.  |           |     |
|    | The key has been returned and there was no further discussion at this meeting, although the need still exists for a space for the design team to leave valuable items and meet each other.   |           |     |
|    | Bob pointed out that having access to some space in the capitol is essential to our operations. We will be there after hours, need a safe place to store equipment and coats, etc. This is not an unreasonable request and some accommodation must be made. Perhaps it will be easier now that the session is complete.  | SAO/CAAPB |     |
| 6. | Ongoing Capitol Projects.  |           |     |
|    | Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.  |           |     |
|    | HGA to follow-up with Gordy.   | HGA       |     |
|    | Ongoing.   |           |     |
| 7. | Conceptual Design Review.  |           |     |
|    | Bob presented updated sketches of the design concept for expanding the capitol, as well as a first attempt at organizing space within the remainder of the building. This included a concept for locating new emergency egress stairs, likely required for code compliance.  | INFO      |     |

Bob Loversidge provided an update on the Concept design progress.

|     | Item   | Action By | Due |
|-----|--|-----------|-----|
| 8.  | Meeting with the Lt. Governor  |           |     |
|     | The Group discussed the agenda for the upcoming meeting with the Lt. Governor/CAAPB Chair:   | HGA + SCA |     |
|     | Agenda Items:  |           |     |
|     | Design Team Introduction, Initial Project Goals, Secondary Project<br>Goals, Project Results, Case Studies of Other Capitol Building Projects,<br>Initial Minnesota Design Concepts. |           |     |
| 9.  | Meeting with the Advisory Committee  | HGA + SCA |     |
|     | The Group discussed the agenda for the upcoming meeting with the Advisory Committee:   |           |     |
|     | Agenda Items:  |           |     |
|     | Schematic Design Project Update, Programming Verification Status, Week Summary Report, State Capitol Building Case Studies, Next Steps.  |           |     |
| 10. | Additional Services Request  | HGA + SCA |     |

While the design effort currently underway certainly incorporates Schematic Design activities (building and systems verification, etc.), it also involves activities not anticipated by the original RFP, including alternate solutions to the space deficit problem, design of additional space options, extensive revisions to the Pre-design space program, and assistance in "marketing" the project. The group agreed that HGA + SCA should make a proposal for these additional services as soon as possible.

The next meeting is scheduled for (June 5, 2006).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.



## Architecture | Engineering | Planning

PROJECT: Minnesota State Capitol Interior Restoration

Meeting Minutes

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: May 30, 2006

**MEETING** 

Purpose: Advisory Committee Meeting #2 *DRAFT*Date: May 24, 2006 Time: 1:00 p.m.

Location: Capitol Building Room #112

Invited: Jynell Brist (Bob Schroeder) Governor's Office

Justice Paul Anderson Supreme Court
Kathy Zajac Supreme Court
Rebecca Spartz Attorney General
Nicky Giancola Dept. of Administration

Commissioner Dana Badgerow Department of Administration

Linda Kane State Architect's Office

Bev Kroiss Department of Administration

Gordy Specht Plant Management Cheri Frandrup Capitol Security

Patrick Flahaven Senate Jim Greenwalt Senate Sven Lindquist Senate Faye Sparks (Sen. Metzen) Senate Sen. Cal Larson Senate Peter Wattson Senate Marge Collins Senate Troy Olsen House Gail Romanowski House Albin Mathiowetz House Rep. Alice Hausman House Rep. Matt Dean House Don Crosby House Carolyn Kompelien **MNHS** Heather Koop **MNHS** Mark Buechel **MNHS** Tom Pfannenstiel **MNHS** Nancy Stark **CAAPB** 

Sheila Smith Friends of the Capitol

Bob Loversidge HGA+SCA
Jayne Vandenburgh HGA+SCA
Becky Greco HGA+SCA
Michael Bjornberg HGA+SCA

Hammel, Green and Abrahamson, Inc. HGA Architects and Engineers, LLC HGA Architects and Engineers, LLP

Paul Mandell

701 Washington Avenue North • Minneapolis, Minnesota USA 55401-1180

Telephone 612.758.4000 Facsimile 612.758.4199

Visit our Website: www.hga.com

**CAAPB** 

COPIES: Advisory Committee

Design Team

|    | Item  | Action By Due |
|----|---|---------------|
| 1. | PURPOSE   | Info          |
|    | The purpose of this meeting was to update the Advisory Committee on the project status, including the programming verification process, discussing the 6 week Summary Report, present a presentation about current State Capitol projects (Washington, D.C., Kansas, Ohio, and Utah) and to discuss the next steps for the design process.  |               |
| 2. | Introductions.  | Info          |
|    | Commissioner Badgerow began the meeting with introductions.   |               |
| 3. | Committee Structure.  | Info          |
|    | Michael Bjornberg presented the Agenda for the meeting and introduced Jayne Vandenburgh to discuss the Programming verification process.  |               |
| 4. | Programming Verification.   | TEAM          |
|    | Jayne noted that she has been spending the week meeting with various groups to review the program sheets that were distributed and then touring their office spaces to discuss the needs. She has met with the following groups: Governor's Office, Attorney General, Plant Management, Supreme Court, House, and House Information Systems. She noted that these interviews will be ongoing and is instrumental in the process of developing a comprehensive restoration design concept. |               |
| 5. | 6 Week Summary Report.  | Info          |
|    | The design team distributed a 6 Week Summary Report.  |               |
|    | It was noted that the report contained the following: an updated Project Directory, Initial Observations, Interim Conclusions, and then Required Items to Continue Progress. The Report was further detailed in to sections fro Project Goals, Space Program, Documentation, Architectural, Structural, Mechanical, Electrical, Telecommunications, Schedule and Cost Estimate.   |               |
| 6. | State Capitol Buildings Presentation.   | Info          |
|    | Bob provided a presentation talking about State Capitol buildings and what other States are currently doing to solve  |               |

some of the same issues that Minnesota if looking at. The Buildings looked at included: the Nation's Capitol in Washington, D.C., the Ohio Statehouse, the Kansas

Minnesota State Capitol Interior Restoration May 30, 2006 Page 3

Statehouse and the Utah State Capitol. Of particular note is the way that the other buildings have solved the issue of space shortage. This has typically been solved through the better utilization of existing building areas (typically lower level spaces) and through the expansion into underground area adjacent to the Capitol buildings. The presentation helped to prepare the Committee for the scope and extent of a Capitol Renovation, which Bob characterized as being "not for the faint-hearted."

## 7. Question and Answer.

Info

There were numerous questions submitted. The topics included: parking, potential additions options, phasing, cost implications, schedule, Legislative funding options/timing, parking needs and future transit connections.

# 8. Next Steps.

Info

The Design team noted that they intend to complete the Program Verification process and to begin to develop concept sketches for the restoration These will be available for review and comment at the next meeting, tentatively scheduled for late June.

The next meeting is scheduled for (tentatively June 26-30

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.





Minnesota State Capitol – Interior Restoration and Asset Preservation Work

# Minnesota State Capitol Interior Restoration Summit DRAFT

May 24 2006 1.5 hours?

## **PURPOSE:**

The Restoration of a State Capitol requires bi-partisan support, frequent communication, constant leadership and a strong vision. We are initiating a Summit Meeting on the Minnesota State Capitol Building project to establish a common approach and understanding of the issues and to establish the leadership necessary to take our Landmark capitol into its next century.

## Invited Attendees:

## **Governor's Office:**

Honorable Tim Pawlenty

### **Senate:**

Sen. Dean Johnson, Sen. Dick Day

## **House of Representatives:**

Rep. Sviggum, Rep. Entenza

# **Department of Administration:**

Commissioner Dana Badgerow, Asst. Commissioner Nicky Giancola

### **State Architect's Office:**

Linda Kane

# **Capitol Architectural Area Planning Board:**

Nancy Stark, Paul Mandell

# **HGA + SCA Capitol Restoration Collaborative:**

Michael Bjornberg, Bob Loversidge, Becky Greco, William Seale, Marjorie Pearson, Richard H. Finan

# Agenda:

# **Introductory Remarks:**

CAAPB Nancy Stark, Architect Becky Greco

## The Importance of State Capitol Buildings and this State Capitol:

Author, Historian William Seale

## The Significance of Cass Gilbert:

Historian, President of the Cass Gilbert Society Marjorie Pearson

## **Minnesota State Capitol Observations:**

Architect Bob Loversidge

## **Examples of State Capitol Restoration Solutions:**

Bob Loversidge

# What Might Happen at the Minnesota State Capitol Building:

Bob Loversidge, Architect/ Project Manager Michael Bjornberg

## **How to Get it Done:**

Former Ohio Senate President Hon, Richard H. Finan

## **Next Steps:**

Michael Bjornberg

## **Closing Remarks:**

Becky Greco, Bob Loversidge



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: June 6, 2006

**MEETING** 

Purpose: Weekly Review Meeting #12

Date: June 5, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul MandellCAAPBPaul.mandell@state.mn.usLinda KaneSAOLinda.kane@state.mn.usMichael BjornbergHGAMbjornberg@hga.com

COPIES: Those Present

File

Kath Ouska Dept of Administration Kath.ouska@state.mn.us
Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

Design Team HGA+SCA

Item Action By Due

1. **Purpose.** none

This meeting is part of a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team.

2. General. info

There was a general update on the project related Legislative activities of the last 2 weeks.

The Legislative Session has been completed, no further developments at this time.

Item **Action By** Due Key Upcoming Dates. 3. Info It was noted that there were some key dates for the design team to be aware of: The next Schooley Caldwell trip to Minnesota is June 26-30. Meetings are being scheduled for this week. We discussed setting up a Capitol Restoration Summit meeting. It has been noted that a Summit meeting may not occur until after the election in November. **CAAPB** The design team is awaiting further information as to availability of the participants. TEAM Michael noted that he is setting up a meeting with Historical representatives (Bill Seale is scheduled to be here that week) to discuss critical aspects of the Capitol restoration ad to talk about potential solutions. Michael noted that Carolyn Kompelien has suggested that the meeting be postponed till July so that Heather Koop may attend. Michael noted that this is a critical time period to discuss the design in that it is possible that by a July meeting — the design could be released to a wider audience. Michael noted that he had also requested attendance from Nina Archabal and Britta Bloomberg. 4. Web Site. Ongoing There was general discussion about the project web site. It is yet to be determined how it will be operated and managed – SAO, Dept of Admin, Design team. Team There was further discussion about the Web Site. It was noted that the main contact for this will be Betsy Braesch, 296.201.2377 at the SAO. HGA has been discussing a web site link. Nothing new to report here. 5. Team Space. It has been determined that the Judicial Dining Space will not SAO be available for Team use under the current lease conditions. (Bonded funds can not be utilized for renting of space.) Michael noted that a space options is still required to store items in the building. There was discussion, but no outcome at this time. Next 6 Weeks. 6. Paul Mandell noted that the deliverables seem quite aggressive. Michael noted that with the June Legislative submission deadline, it seemed that every effort should be made to assess the scope and magnitude of the design concept

by this time and to be able to secure consensus agreement as

|     | Item   | Action By Due |  |
|-----|--|---------------|--|
|     | to the direction of the design prior to full Schematic Design documentation.   |               |  |
|     | Further discussion will occur as to the timetable for Concept deliverables.  | CAAPB/SAO     |  |
|     | Michael inquired as to the precise timing for Concept design, schedule and rough order of magnitude cost estimate. Paul noted it likely to be late July, but will need to verify this.   | CHHI DJOHO    |  |
| 7.  | Programming.   |               |  |
|     | The Senate has noted that they are not available until after Memorial Day.   |               |  |
|     | To date, meetings have been set up with the following groups:<br>Governor's office, Supreme Court, Attorney General, House,<br>House Information Services, and Plant Management.   |               |  |
|     | Other groups to meet with on June 26 — 30: Senate, MNHS, and Capitol Security. Michael noted that the Press Corps is being handled individually via e-mail and phone conversations.  | TEAM          |  |
| 8.  | Ongoing Capitol Projects.  |               |  |
|     | Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.  |               |  |
|     | HGA to follow-up with Gordy.   | LICA          |  |
|     | Ongoing.   | HGA           |  |
| 9.  | SCA Schedule/Upcoming Meetings.  |               |  |
|     | We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:   |               |  |
|     | <b>June:</b> CAAPB Advisors Board Meeting, Steering Committee Meeting, <i>Preservation/Historical Consultants Meeting, Governor's Summit Meeting (?)</i> .   | HGA/SCA       |  |
|     | July: to de determined.  |               |  |
| 10. | Conceptual Design Review.  |               |  |
|     | Ongoing  | INFO          |  |
| 11. | Contractor Input.  |               |  |
|     | Michael noted that HGA had met with two local contractors about helping to review the design, constructability and generate cost estimates. The local contractors are: M.A. Mortenson Company (Thomas Schmall) and McGough (Tom Nonnemacher, Brad Wood.) Michael noted that he had met with representatives from McGough at the building and walked the site area. | INFO          |  |
| 12. | Asset Preservation Contract.   |               |  |

Linda noted that the Asset Preservation Contract is nearing ready for review. She noted that the State is using this as the

new template for similar projects to allow for individual work orders of off a Base Agreement.

HGA has received the Asset Preservation Work Order Contract and is reviewing it.

Suggested modifications to the Base Contract were sent to the Dept of Admin SAO for review and comment.

Linda Kane noted that she had received the Contract modification suggestions as well as the Additional Services request. She will be reviewing them soon.

SAO

The next meeting is scheduled for (June 12, 2006).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

 $s:\ 0000\ 476\ 028-00\ work\ reports\ reportpd\ pre-design\ rjm\ 08-appendix\ g-meeting\ minutes\ 06-05-06\ caapb\ meeting\ \#12\ notes.doc$ 



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: June 19, 2006

**MEETING** 

Purpose: Weekly Review Meeting #13

Date: June 12, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul MandellCAAPBPaul.mandell@state.mn.usLinda KaneSAOLinda.kane@state.mn.usMichael BjornbergHGAMbjornberg@hga.com

COPIES: Those Present

File

Kath Ouska Dept of Administration Kath.ouska@state.mn.us
Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

Design Team HGA+SCA

Item Action By Due

1. **Purpose.** none

This meeting is part of a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team.

2. General. info

There was a general update on the project related Legislative activities of the last 2 weeks.

The Legislative Session has been completed, no further developments at this time.

Next 6 Weeks.

6.

|    | Item   | Action By Due |
|----|--|---------------|
| 3. | Key Upcoming Dates.  | Info          |
|    | It was noted that there were some key dates for the design<br>team to be aware of:   |               |
|    | • The next Schooley Caldwell trip to Minnesota is June 26-30. <i>Meetings are being scheduled for this week.</i>   |               |
|    | <ul> <li>We discussed setting up a Capitol Restoration Summit<br/>meeting. It has been noted that a Summit meeting may<br/>not occur until after the election in November.</li> </ul>  |               |
|    | • The design team is awaiting further information as to availability of the participants.  | CAAPB         |
|    | • Michael noted that he is setting up a meeting with Historical representatives (Bill Seale is scheduled to be here that week) to discuss critical aspects of the Capitol restoration ad to talk about potential solutions. Michael noted that Carolyn Kompelien has suggested that the meeting be postponed till July so that Heather Koop may attend. Michael noted that this is a critical time period to discuss the design in that it is possible that by a July meeting – the design could be released to a wider audience. Michael noted that he had also requested attendance from Nina Archabal and Britta Bloomberg. | TEAM          |
| 4. | Web Site.  | Ongoing       |
|    | There was general discussion about the project web site. It is yet to be determined how it will be operated and managed – SAO, Dept of Admin, Design team.   | Team          |
|    | There was further discussion about the Web Site. It was noted that the main contact for this will be Betsy Braesch, 296.201.2377 at the SAO.   |               |
|    | HGA has been discussing a web site link.   |               |
|    | Nothing new to report here.  |               |
| 5. | Team Space.  |               |
|    | It has been determined that the Judicial Dining Space will not<br>be available for Team use under the current lease conditions.<br>(Bonded funds can not be utilized for renting of space.)  | SAO           |
|    | <i>Micha</i> el noted that a space options is still required to store items in the building. There was discussion, but no outcome at this time.  |               |
|    | It was suggested that Justice Paul Anderson may know of an available space to use.   |               |
| _  | 3 7 / 3377 d   |               |

Paul Mandell noted that the deliverables seem quite aggressive. Michael noted that with the June Legislative submission deadline, it seemed that every effort should be made to assess the scope and magnitude of the design concept by this time and to be able to secure consensus agreement as to the direction of the design prior to full Schematic Design documentation.

Further discussion will occur as to the timetable for Concept deliverables.

Michael inquired as to the precise timing for Concept design, schedule and rough order of magnitude cost estimate. Paul noted it likely to be late July, but will need to verify this.

The current schedule plan is to complete the Concept Design documents by the end of June, with estimating to follow into July.

TEAM

# 7. **Programming.**

The Senate has noted that they are not available until after Memorial Day.

To date, meetings have been set up with the following groups: Governor's office, Supreme Court, Attorney General, House, House Information Services, and Plant Management.

Other groups to meet with on June 26 - 30: Senate, MNHS, and Capitol Security. Michael noted that the Press Corps is being handled individually via e-mail and phone conversations.

Michael noted that we are getting feedback from individual Press Corps tenants, based on a questionnaire that was distributed to the by the design team.

# 8. Ongoing Capitol Projects.

Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.

HGA to follow-up with Gordy.

Ongoing.

HGA

# 9. SCA Schedule/Upcoming Meetings.

We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:

**June:** Capitol Area Architectural and Planning Board Meeting, Preservation/Historical Consultants Meeting. *Key Legislator design concept design presentations*.

HGA/SCA

July: to de determined. Steering Committee | Advisors Committee Meetings, Governor's Summit Meeting (?).

TEAM

|     | Item   | Action By | Due |
|-----|--|-----------|-----|
| 10. | Conceptual Design Review.  |           |     |
|     | Ongoing  | INFO      |     |
| 11. | Contractor Input.  |           |     |
|     | Michael noted that HGA had met with two local contractors about helping to review the design, constructability and generate cost estimates. The local contractors are: M.A. Mortenson Company (Thomas Schmall) and McGough (Tom Nonnemacher, Brad Wood.) Michael noted that he had met with representatives from McGough at the building and walked the site area. | INFO      |     |
| 12. | Asset Preservation Contract.   |           |     |
|     | Linda noted that the Asset Preservation Contract is nearing ready for review. She noted that the State is using this as the new template for similar projects to allow for individual work orders of off a Base Agreement.   |           |     |
|     | HGA has received the Asset Preservation Work Order Contract and is reviewing it.   |           |     |
|     | Suggested modifications to the Base Contract were sent to the Dept of Admin SAO for review and comment.  |           |     |
|     | Linda Kane noted that she had received the Contract<br>modification suggestions as well as the Additional Services<br>request. She will be reviewing them soon.  | SAO       |     |
|     | Ongoing.   |           |     |

The next meeting is scheduled for (June 19, 2006).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: June 22, 2006

**MEETING** 

Purpose: Weekly Review Meeting #14

Date: June 19, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul MandellCAAPBPaul.mandell@state.mn.usLinda KaneSAOLinda.kane@state.mn.usMichael BjornbergHGAMbjornberg@hga.com

COPIES: Those Present

File

Kath Ouska Dept of Administration Kath.ouska@state.mn.us

Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

Design Team HGA+SCA

Item Action By Due

1. **Purpose.** none

This meeting is part of a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team.

2. General. info

There was a general update on the project related Legislative activities of the last 2 weeks.

The Legislative Session has been completed, no further developments at this time.

It was announced that Mayor Randy Kelly has been appointed to the CAAPB by Governor Pawlenty.

It was noted that Rep. Margaret Kelliher has been selected to be the Minority Leader, replacing Rep. Matt Entenza..

Action By Item Due Key Upcoming Dates. Info 3. It was noted that there were some key dates for the design team to be aware of: The next Schooley Caldwell trip to Minnesota is June 26-30. Meetings are being scheduled for this week. We discussed setting up a Capitol Restoration Summit meeting. It has been noted that a Summit meeting may not occur until after the election in November. TEAM Michael noted that he is setting up a meeting with Historical representatives (Bill Seale is scheduled to be here that week) to discuss critical aspects of the Capitol restoration ad to talk about potential solutions. Michael noted that Carolyn Kompelien has suggested that the meeting be postponed till July so that Heather Koop may attend. Michael noted that this is a critical time period to discuss the design in that it is possible that by a July meeting – the design could be released to a wider audience. Michael noted that he had also requested attendance from Nina Archabal and Britta Bloomberg. The Meeting has been scheduled for Thursday June 29, 2006 at 1:00 in Capitol Room 107. 4. Web Site. Ongoing There was general discussion about the project web site. It is yet to be determined how it will be operated and managed – SAO, Dept of Admin, Design team. Team There was further discussion about the Web Site. It was noted that the main contact for this will be Betsy Braesch, 296.201.2377 at the SAO. HGA has been discussing a web site link. Nothing new to report here. 5. Team Space. It has been determined that the Judicial Dining Space will not be available for Team use under the current lease conditions. (Bonded funds can not be utilized for renting of space.) Michael noted that a space options is still required to store items in the building. There was discussion, but no outcome

It was suggested that Justice Paul Anderson may know of an available space to use.

No further action/information at this time.

at this time.

#### 6. Next 6 Weeks.

Paul Mandell noted that the deliverables seem quite aggressive. Michael noted that with the June Legislative submission deadline, it seemed that every effort should be made to assess the scope and magnitude of the design concept by this time and to be able to secure consensus agreement as to the direction of the design prior to full Schematic Design documentation.

Further discussion will occur as to the timetable for Concept deliverables.

Michael inquired as to the precise timing for Concept design, schedule and rough order of magnitude cost estimate. Paul noted it likely to be late July, but will need to verify this.

The current schedule plan is to complete the Concept Design documents by the end of June, with estimating to follow into July. There is no confirmed submittal date to be noted.

TEAM

### 7. Programming.

The Senate has noted that they are not available until after Memorial Day.

To date, meetings have been set up with the following groups: Governor's office, Supreme Court, Attorney General, House, House Information Services, and Plant Management.

Other groups to meet with on June 26 - 30: Senate, MNHS, and Capitol Security. Michael noted that the Press Corps is being handled individually via e-mail and phone conversations.

Michael noted that we are getting feedback from individual Press Corps tenants, based on a questionnaire that was distributed to the by the design

The Senate representatives will not be available for programming interviews until after the July 4 Holiday weekend.

MNHS will not be available for programming interviews until late July.

Capitol Security has been scheduled for Tuesday June 27, 2006.

### 8. Ongoing Capitol Projects.

Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.

HGA to follow-up with Gordy.

Ongoing.

**HGA** 

#### 9. SCA Schedule/Upcoming Meetings.

We discussed the potential meetings for the next planned SCA

TEAM

|     | Item   | Action By | Due |
|-----|--|-----------|-----|
|     | trips to Minnesota. It was suggested that it may be as follows:  | -         |     |
|     | June: Capitol Area Architectural and Planning Board Meeting,<br>Preservation/Historical Consultants Meeting. Key Legislator<br>design concept design presentations.  | HGA/SCA   |     |
|     | July: to de determined. Steering Committee/Advisors Committee Meetings (?), Governor's Summit Meeting (?).   |           |     |
| 10. | Conceptual Design Review.  |           |     |
|     | Ongoing  | INFO      |     |
| 11. | Contractor Input.  |           |     |
|     | Michael noted that HGA had met with two local contractors about helping to review the design, constructability and generate cost estimates. The local contractors are: M.A. Mortenson Company (Thomas Schmall) and McGough (Tom Nonnemacher, Brad Wood.) Michael noted that he had met with representatives from McGough at the building and walked the site area. | INFO      |     |
| 12. | Asset Preservation Contract.   |           |     |
|     | Linda noted that the Asset Preservation Contract is nearing ready for review. She noted that the State is using this as the new template for similar projects to allow for individual work orders of off a Base Agreement.   |           |     |
|     | HGA has received the Asset Preservation Work Order Contract and is reviewing it.   |           |     |
|     | Suggested modifications to the Base Contract were sent to the Dept of Admin SAO for review and comment.  |           |     |
|     | Linda Kane noted that she had received the Contract<br>modification suggestions as well as the Additional Services<br>request. She will be reviewing them soon.  | SAO       |     |

The next meeting is scheduled for (June 26, 2006).

Ongoing.

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: June 27, 2006

**MEETING** 

Purpose: Weekly Review Meeting #15

Date: June 26, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Linda Kane SAO Linda.kane@state.mn.us

Bob Loversidge SCA rdl@sca-ae.com

Michael Bjornberg HGA Mbjornberg@hga.com

COPIES: Those Present

File

Paul Mandell CAAPB

Kath Ouska Dept of Administration
Nicky Giancola Dept of Administration

Design Team HGA+SCA

Paul.mandell@state.mn.us Kath.ouska@state.mn.us

Nicky.giancola@state.mn.us

Item Action By Due

1. **Purpose.** none

This meeting is part of a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team.

2. General. info

There was a general update on the project related Legislative activities of the last 2 weeks.

It was announced that Mayor Randy Kelly has been appointed to the CAAPB by Governor Pawlenty.

It was noted that Rep. Margaret Kelliher has been selected to be the Minority Leader, replacing Rep. Matt Entenza..

Action By Item Due Key Upcoming Dates. 3. Info It was noted that there were some key dates for the design team to be aware of: The next Schooley Caldwell trip to Minnesota is June 26-30. Meetings are being scheduled for this week. We discussed setting up a Capitol Restoration Summit meeting. It has been noted that a Summit meeting may not occur until after the election in November. TEAM Michael noted that he is setting up a meeting with Historical representatives (Bill Seale is scheduled to be here that week) to discuss critical aspects of the Capitol restoration ad to talk about potential solutions. The Meeting has been scheduled for Thursday June 29, 2006 at 1:00 in Capitol Room 107. 4. Web Site. Ongoing There was general discussion about the project web site. It is yet to be determined how it will be operated and managed – SAO, Dept of Admin, Design team. Team There was further discussion about the Web Site. It was noted that the main contact for this will be Betsy Braesch, 296.201.2377 at the SAO. HGA has been discussing a web site link. Nothing new to report here. 5. Team Space. It has been determined that the Judicial Dining Space will not be available for Team use under the current lease conditions. (Bonded funds can not be utilized for renting of space.) Michael noted that a space options is still required to store items in the building. There was discussion, but no outcome at this time. It was suggested that Justice Paul Anderson may know of an available space to use. No further action/information at this time. 6. Next 6 Weeks. Paul Mandell noted that the deliverables seem quite aggressive. Michael noted that with the June Legislative submission deadline, it seemed that every effort should be made to assess the scope and magnitude of the design concept

by this time and to be able to secure consensus agreement as to the direction of the design prior to full Schematic Design

documentation.

Further discussion will occur as to the timetable for Concept deliverables.

Michael inquired as to the precise timing for Concept design, schedule and rough order of magnitude cost estimate. Paul noted it likely to be late July, but will need to verify this.

The current schedule plan is to complete the Concept Design documents by the end of June, with estimating to follow into July. There is no confirmed submittal date to be noted.

HGA + SCA has determined that they will provide an order of magnitude cost estimate by the end of July. This will also include recommendations for funding cycle requests and phase of construction.

TEAM

# 7. **Programming.**

The Senate has noted that they are not available until after Memorial Day.

To date, meetings have been set up with the following groups: Governor's office, Supreme Court, Attorney General, House, House Information Services, and Plant Management.

Other groups to meet with on June 26 – 30: Senate, MNHS, and Capitol Security. Michael noted that the Press Corps is being handled individually via e-mail and phone conversations.

Michael noted that we are getting feedback from individual Press Corps tenants, based on a questionnaire that was distributed to the by the design team.

The Senate representatives will not be available for programming interviews until after the July 4 Holiday weekend.

MNHS will not be available for programming interviews until late July.

Capitol Security has been scheduled for Tuesday June 27, 2006.

Capitol Security has been rescheduled for late July to coincide with the remaining space programming interviews.

TEAM

# 8. Ongoing Capitol Projects.

Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.

HGA to follow-up with Gordy.

Ongoing.

HGA

# 9. SCA Schedule/Upcoming Meetings.

We discussed the potential meetings for the next planned SCA

trips to Minnesota. It was suggested that it may be as follows:

**June:** Capitol Area Architectural and Planning Board Meeting, Preservation/Historical Consultants Meeting. Key Legislator design concept design presentations. *Code Consultant walk through meeting.* 

HGA/SCA

It was noted that the key things to be determined from the walk-through would be: applicable codes and egress issues.

July: to de determined. Steering Committee | Advisors Committee | Meetings (?)

CAAPB suggested that a future presentation may be arranged with The Friends of the Capitol, the 2005 Commission, and the Cass Gilbert Society.

# 10. Conceptual Design Review.

Ongoing INFO

# 11. Contractor Input.

Michael noted that HGA had met with two local contractors about helping to review the design, constructability and generate cost estimates. The local contractors are: M.A. Mortenson Company (Thomas Schmall) and McGough (Tom Nonnemacher, Brad Wood.) Michael noted that he had met with representatives from McGough at the building and walked the site area.

**INFO** 

Ongoing.

#### 12. Asset Preservation Contract.

Linda noted that the Asset Preservation Contract is nearing ready for review. She noted that the State is using this as the new template for similar projects to allow for individual work orders of off a Base Agreement.

HGA has received the Asset Preservation Work Order Contract and is reviewing it.

Suggested modifications to the Base Contract were sent to the Dept of Admin SAO for review and comment.

Linda Kane noted that she had received the Contract modification suggestions as well as the Additional Services request. She will be reviewing them soon.

Contract submitted from HGA to S.A.O. for updating and signing.

Linda noted that we can begin work on the first Asset Preservation Work Order which is the ADA access to the Senate Chambers. Linda noted this effort to be initiated on an hourly basis to determine the scope and direction. Linda noted that we are to connect with Jim Greenwalt, the project initiator, Gordy Specht of Plant Management and herself. Linda to set up initial meeting.

SAO

TEAM/SAO

# 13. Background Documentation.

Linda Kane noted that the State and the Historical Society have been discussing the notion of digitizing the Cass Gilbert Capitol drawings and there may be a solution at hand. Linda noted that HGA should contact Bob Horton.

**HGA** 

The next meeting is scheduled for (July 3, 2006).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: July 7, 2006

**MEETING** 

Purpose: Minnesota Capitol Historical Review Meeting #1 Date: June 29, 2006 Time: 1:00 p.m.

Location: Capitol Building Room #107

PRESENT: Dana Badgerow Department of Administration

Linda Kane State Architect's Office

Nancy Stark **CAAPB** Paul Mandell CAAPB Britta Bloomberg **MNHS MNHS** Carolyn Kompelien Tom Pfannenstiel **MNHS** William Seale Self Marjorie Pearson Hess Roise Jayne Vandenburgh **SCA** HGA Ginny Lackovic SCA David Vottero Melinda Shah SCA Michael Bjornberg HGA

COPIES: Attendees

File

Heather Koop MNHS
Mark Buechel MNHS
Tom Blanck Self
Bob Loversidge SCA
Becky Greco HGA

Nicky Giancola Department of Administration
Kath Ouska Department of Administration
Sheila Reger Department of Administration
Jim Rhodes Department of Administration
David Cowell Department of Administration
Jim Schwartz Department of Administration

Item Action By Due

Hammel, Green and Abrahamson, Inc. HGA Architects and Engineers, LLC HGA Architects and Engineers, LLP 701 Washington Avenue North • Minneapolis, Minnesota USA 55401-1180

Telephone 612.758.4000 Facsimile 612.758.4199

|    | Item   | Action By Due |
|----|--|---------------|
| 1. | Purpose.   | Info          |
|    | The purpose of this meeting was a workshop on Historical aspects of the Capitol Restoration, to update the MNHS on the project concepts and ask for input.   |               |
| 2. | Introductions.   | Info          |
|    | Nancy Stark discussed the Selection Process that resulted it the selection of HGA+ SCA design team and the goals of this process. Michael Bjornberg noted that this is to be a fun meeting with lively discussion and background.  |               |
| 3. | Cass Gilbert.  | Info          |
|    | Marjorie Pearson provided a power point show of Cass<br>Gilbert related information and background.  |               |
| 4. | Beaux-Arts Context.  | Info          |
|    | William Seale provided a discussion about the Beaux-Arts<br>Context and the expansion of he White House as it relates to<br>this project.  |               |
| 5. | Capitol Interiors: Restoration & Adaptation.   | Team          |
|    | Jayne Vandenburgh provided a discussion about approaches to Historical interiors. It was noted that there would likely be a variety of treatments based on a preservation zoning strategy. The most historic spaces would be treated as Preservation, while the lesser ones would be treated and "historically sensitive" and that there would likely be a series of spaces in between. These "zones" will be developed over the nest 2-3 weeks and presented to MNHS. |               |
| 6. | State Capitol: Preliminary Design Concepts.  | Info          |
|    | Michael Bjornberg provided a power point show illustrating a case study of the Kansas Capitol project, currently underway.   |               |
|    | The show illustrates applicable design ideas to this project. Following the power point presentation, Michael presented the Design Concept drawings and opened for discussion.   |               |
| 7. | Discussion.  |               |
|    | Tom Pfannestiel commented that he was pleased to hear that<br>the design solution focused on making the capitol a "people's<br>house."   | Info          |
|    | Carolyn Kompelien commented that the proposed visitor center space was exciting, but that the current operating budget would not allow for staffing such a space/facility.   | Info          |
|    | MHS will need to work closely with the design team to address their public access points and safety issues with children and visitors coming for Capitol tours. Alternative  | Team          |

|    | Item  | Action By | Due |
|----|---|-----------|-----|
|    | access points or perhaps suspension of tourslimitingmay need to be considered.  | Ongoing   |     |
|    | MHS along with Admin and the CAAPB will need to develop a sign-off process for the design as it progresses.   |           |     |
|    | Besides sharing the 'roll-out' with Mark and Heather, Nancy<br>Stark felt that a special presentation should be made to Nina<br>Archibald with Dmin. Particiaption.   | Info      |     |
| 8. | Next Steps.   | Info      |     |
|    | The Design team noted that they intend to complete the Program Verification process and to begin to develop concept sketches for the restoration. These will be available for review and comment at the next meting, when it will be also presented to Mark Buechel and Heather Koop. |           |     |

The next meeting is scheduled for (tentatively late July).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

 $s: \\ 0000 \\ 476 \\ 028-00 \\ work \\ reports \\ reportpd \\ pre-design rjm \\ 08-appendix \\ g-meeting minutes \\ 06-29-06 mnhs capitol meeting. \\ document \\ do$ 



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: July 17, 2006

**MEETING** 

Purpose: Weekly Review Meeting #16

Date: July 11, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul MandellCAAPBPaul.mandell@state.mn.usLinda KaneSAOLinda.kane@state.mn.us

Bob LoversidgeSCArdl@sca-ae.comBecky GrecoHGAbgreco@hga.comMichael BjornbergHGAMbjornberg@hga.com

COPIES: Those Present

Kath Ouska Dept of Administration Kath.ouska@state.mn.us
Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

Design Team HGA+SCA

File

ItemAction ByDue1. Purpose.Info

This meeting is part of a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team.

The day for this meeting was discussed and it was determined to move it from the weekly Monday @, 1:30 slot to Tuesdays @, 1:30 in CAAPB

offices.

Hammel, Green and Abrahamson, Inc. HGA Architects and Engineers, LLC HGA Architects and Engineers, LLP 701 Washington Avenue North • Minneapolis, Minnesota USA 55401-1180

Telephone 612.758.4000 Facsimile 612.758.4199

|    | Item  | Action By | Due |
|----|---|-----------|-----|
| 2. | General.  | Info      |     |
|    | There was a general update on the project related activities of<br>the last 2 weeks.  |           |     |
|    | There was a general discussion about the concerns voiced in the CAAP Board meeting of June 28, 2006. It was noted that Jim Rhodes had a subsequent meeting with Representative Mary Liz Holberg and to clarify her concerns on the Ag. Health project and the costs for the Kansas State House project. Rep. Holberg noted a concern about the Ag Health project and the HGA role. Jim clarified the issues on the Ag Health project. Jim noted that Rep. Holberg was concerned about parking at the Capitol Complex and felt that a Parking Master Plan should be initiated. | Info      |     |
| 3. | Key Upcoming Dates.   | Info      |     |
|    | It was noted that there were some key dates for the design<br>team to be aware of:  |           |     |
|    | • The next Schooley Caldwell trip to Minnesota is July 31 — August 4, 2006. Programming Meetings are being scheduled for this week with Capitol Security, MNHS and the Senate.  | Team      |     |
|    | <ul> <li>We discussed setting up a Capitol Restoration Summit<br/>meeting. It has been noted that a Summit meeting may<br/>not occur until after the election in November.</li> </ul>   |           |     |
|    | • There will be a meeting schedule for the week of July 10 – 14 to review requests for: Marketing Services, Pre-Design Update and increased Scope of Schematic Design. <i>Meeting is scheduled for Tuesday, July 11 @ 2:00.</i>   | SAO/Admin |     |
| 4. | Web Site.   |           |     |
|    | There was general discussion about the project web site. It is yet to be determined how it will be operated and managed – SAO, Dept of Admin, Design team.  |           |     |
|    | There was further discussion about the Web Site. It was noted that the main contact for this will be Betsy Braesch, 296.201.2377 at the SAO.  |           |     |
|    | HGA has been discussing a web site link.  |           |     |
|    | Nothing new to report here.   | Onging    |     |
| 5. | Team Space.   |           |     |
|    | It has been determined that the Judicial Dining Space will not<br>be available for Team use under the current lease conditions.<br>(Bonded funds can not be utilized for renting of space.)   |           |     |
|    | Michael noted that a space options is still required to store<br>items in the building. There was discussion, but no outcome<br>at this time.   |           |     |
|    |   |           |     |

It was suggested that Justice Paul Anderson may know of an

available space to use.

No further action/information at this time.

### 6. Next "6 Weeks."

Michael inquired as to the precise timing for Concept design, schedule and rough order of magnitude cost estimate. Paul noted it likely to be late July, but will need to verify this.

No date set yet, but likely August. Paul Mandell offered to follow-up with Commissioner Ingison to determine if a date has been established.

**CAAPB** 

The current schedule plan is to complete the Concept Design documents by the end of June, with estimating to follow into July. There is no confirmed submittal date to be noted.

HGA + SCA have determined that they will provide an order of magnitude cost estimate at the end of July. This will also include recommendations for funding cycle requests and phase of construction.

Team

Current planning suggests that this may push into August in order to allow programming meetings to be completed, particularly with the Senate.

# 7. **Programming.**

The Senate has noted that they are not available until after Memorial Day.

The Senate representatives will not be available for programming interviews until after the July 4 Holiday weekend.

Capitol Security and MNHS haves been rescheduled for late July to coincide with the remaining space programming interviews. Senate meeting is yet to be confirmed.

Team

# 8. Ongoing Capitol Projects.

Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.

HGA to follow-up with Gordy.

Ongoing.

Team

# 9. SCA Schedule/Upcoming Meetings.

We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:

**July:** Programming meetings with MNHS, Capitol Security, and the Senate.

CAAPB suggested that a future presentation may be arranged with The Friends of the Capitol, the 2005 Commission, and the Cass Gilbert Society.

|     | Item  | Action By Due |
|-----|---|---------------|
|     | <b>August:</b> Potential meetings include Steering Committee, Advisory Committee CAAPB Advisors, and CAAP Board.  | HGA/SCA       |
| 10. | Conceptual Design Review.   |               |
|     | Ongoing   | Info          |
| 11. | Contractor Input.   |               |
|     | Michael noted that HGA had met with two local contractors about helping to review the design, constructability and generate cost estimates. The local contractors are: M.A. Mortenson Company (Thomas Schmall) and McGough (Tom Nonnemacher, Brad Wood.)  | Info          |
|     | There was discussion about early involvement of a Construction Manager and the process for initiating such involvement. Further discussion is required to determine the amount of funding required for pre-construction services, the State requirements for funding and the appropriate timing for selection and involvement. It was noted that there may be an issue of paying for contractor services prior to construction. | Info          |
| 12. | Contract.   |               |
|     | Asset Preservation Contract signed.   |               |
|     | Linda noted that we can begin work on the first Asset Preservation Work Order which is the ADA access to the Senate Chambers. Linda noted this effort to be initiated on an hourly basis to determine the scope and direction. Linda noted that we are to connect with Jim Greenwalt, the project initiator, Gordy Specht of Plant Management and herself. Linda to set up initial meeting.                                     | Team          |
|     | A meeting/walk-through was held on June 28 with Sven Lindquist, Jim Greenwalt, Linda Kane and Michael Bjornberg.  |               |
|     | There was discussion about the following items: marketing Additional Services, Pre-Design Update Services, and Additional Schematic Design Scope Services. It was determined to set up a meeting for the following week to review these with Kath Ouska and Nicky Giancola.   | SAO           |
|     | Meeting is set for July 18 @ 2:00.  |               |
| 13. | Background Documentation.   |               |
|     | Linda Kane noted that the State and the Historical Society have been discussing the notion of digitizing the Cass Gilbert Capitol drawings and there may be a solution at hand. Linda noted that HGA should contact Bob Horton.   | Team          |
| 14. | Background Information.   | Info          |
|     | CAAPB provided copies of the 1998 Comprehensive Plan for the  |               |

CAAPB provided copies of the 1998 Comprehensive Plan for the Minnesota State Capitol, the 1998 Specific Actions report and the 1995 Strategic Plan Update for Team review. Minnesota State Capitol Interior Restoration July 11, 2006 Page 5

The next meeting is scheduled for (July 18, 2006).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

 $s:\0000\476\028-00\work\reports\reportpd\pre-design\ rjm\08-appendix\g-meeting\ minutes\07-18-06\ caapb\ meeting\ \#16\ notes.doc$ 



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: July 27, 2006

**MEETING** 

Purpose: Weekly Review Meeting #17

Date: July 25, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul MandellCAAPBPaul.mandell@state.mn.usLinda KaneSAOLinda.kane@state.mn.usMichael BjornbergHGAMbjornberg@hga.com

Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

COPIES: Those Present

Kath Ouska Dept of Administration Kath.ouska@state.mn.us
Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

Design Team HGA+SCA

File

|    | Item   | Action By | Due |
|----|--|-----------|-----|
| 1. | Purpose.   | Info      |     |
|    | This meeting is part of a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team. | Info      |     |

|    | Item  | Action By Due |
|----|---|---------------|
| 2. | General.  | Info          |
|    | There was a general update on the project related activities of<br>the last 2 weeks.  |               |
|    | There was a general discussion about the concerns voiced in the CAAP Board meeting of June 28, 2006. It was noted that Jim Rhodes had a subsequent meeting with Representative Mary Liz Holberg and to clarify her concerns on the Ag. Health project and the costs for the Kansas State House project. Rep. Holberg noted a concern about the Ag Health project and the HGA role. Jim clarified the issues on the Ag Health project. Jim noted that Rep. Holberg was concerned about parking at the Capitol Complex and felt that a Parking Master Plan should be initiated. | Info          |
|    | Subsequently, a summary document was prepared for distribution at the next scheduled CAAP Board meeting (Tuesday August 2 @ 1:30 in Admin Building 116C.) Design team representation is requested.  | Team          |
| 3. | Key Upcoming Dates.   | Info          |
|    | It was noted that there were some key dates for the design<br>team to be aware of:  |               |
|    | • The next Schooley Caldwell trip to Minnesota is July 31 — August 4, 2006. This trip will be by Jayne V andenburgh only for programming. Programming Meetings are being scheduled for this week with Capitol Security, MNHS and the House staff. There is a scheduled SCA trip for the week of August 7-11 to work with the estimators and contractors to establish preliminary cost, schedule and phasing.  | Team          |
|    | • Senate programming meetings are being held the week of July 24 - 28   | SAO/Admin     |
|    | We discussed setting up a Capitol Restoration Summit<br>meeting. It has been noted that a Summit meeting may<br>not occur until after the election in November.   | Info          |
|    | There will be a meeting schedule for the week of July 10 – 14 to review requests for: Marketing Services, Pre-Design Update and increased Scope of Schematic Design. Meeting is scheduled for Tuesday, July 11 @ 2:00. This meeting occurred and a subsequent follow-up meeting will need to be scheduled to complete discussion about the newly bonded funds.  | Team          |
| 4. | Web Site.   |               |
|    | There was general discussion about the project web site. It is yet to be determined how it will be operated and managed – SAO, Dept of Admin, Design team.  |               |
|    | There was further discussion about the Web Site. It was noted that the main contact for this will be Botsy Breesch  |               |

that the main contact for this will be Betsy Braesch,

296.201.2377 at the SAO.

HGA has been discussing a web site link.

Nothing new to report here.

Ongoing

#### 5. Team Space.

It has been determined that the Judicial Dining Space will not be available for Team use under the current lease conditions. (Bonded funds can not be utilized for renting of space.)

Michael noted that a space options is still required to store items in the building. There was discussion, but no outcome at this time.

It was suggested that Justice Paul Anderson may know of an available space to use.

No further action/information at this time.

#### Next "6 Weeks." 6.

Michael inquired as to the precise timing for Concept design, schedule and rough order of magnitude cost estimate. Paul noted it likely to be late July, but will need to verify this.

No date set yet, but likely August. Paul Mandell offered to follow-up with Commissioner Ingison to determine if a date has been established.

Preliminary Budget numbers begin to be submitted beginning August 7 and final numbers are due by October 15, 2006.

Team

The current schedule plan is to complete the Concept Design documents by the end of July, with estimating to follow into August.

Team

#### 7. Ongoing Capitol Projects.

Michael noted that the Design team would like to be apprised of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information.

HGA to follow-up with Gordy.

Team

Ongoing.

#### 8. SCA Schedule/Upcoming Meetings.

We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:

July: Programming meetings with MNHS, Capitol Security, and the Senate.

CAAPB suggested that a future presentation may be arranged with The Friends of the Capitol, the 2005 Commission, and the Cass Gilbert Society.

**August:** Potential meetings include Steering Committee, Advisory Committee CAAPB Advisors, and CAAP Board (August 2 @1:30.) HGA/SCA

|     | Item  | Action By | Due |
|-----|---|-----------|-----|
| 9.  | Conceptual Design Review.   | •         |     |
|     | Ongoing   | Info      |     |
| 10. | Contractor Input.   |           |     |
|     | Michael noted that HGA had met with two local contractors about helping to review the design, constructability and generate cost estimates. The local contractors are: M.A. Mortenson Company (Thomas Schmall) and McGough (Tom Nonnemacher, Brad Wood.)  | Info      |     |
|     | There was discussion about early involvement of a Construction Manager and the process for initiating such involvement. Further discussion is required to determine the amount of funding required for pre-construction services, the State requirements for funding and the appropriate timing for selection and involvement. It was noted that there may be an issue of paying for contractor services prior to construction. | Info      |     |
|     | A document was distributed indicating State procedures for engaging the services of a Construction Manager for this project. Ensuing discussion followed relative to schedule for this process. It was determined that the process would likely mirror that of the A/E team selection process.  | Info      |     |
|     | HGA noted that it may be possible to produce a 50% complete set of Schematic Design Documents for this selection process.   |           |     |
| 11. | Asset Preservation work.  |           |     |
|     | Linda noted that we can begin work on the first Asset Preservation Work Order which is the ADA access to the Senate Chambers. Linda noted this effort to be initiated on an hourly basis to determine the scope and direction. Linda noted that we are to connect with Jim Greenwalt, the project initiator, Gordy Specht of Plant Management and herself. Linda to set up initial meeting.                                     | Team      |     |
|     | A meeting/walk-through was held on June 28 with Sven Lindquist, Jim Greenwalt, Linda Kane and Michael Bjornberg.  |           |     |
|     | This work has begun and is being performed by Leigh Rolfshus from HGA.  | Team      |     |
|     | Linda noted that there will be a R.F.P. coming out in the next couple weeks that addresses the dome work that was funded in this Legislative Session.   | Info      |     |
| 12. | Background Documentation.   |           |     |
|     | Linda Kane noted that the State and the Historical Society have been discussing the notion of digitizing the Cass Gilbert Capitol drawings and there may be a solution at hand. Linda noted that HGA should contact Bob Horton.   |           |     |

|     | Item   | Action By Due |
|-----|--|---------------|
|     | Design Team to follow-up.  | Team          |
| 13. | Background Information.  | Info          |
|     | CAAPB provided copies of the 1998 Comprehensive Plan for<br>the Minnesota State Capitol, the 1998 Specific Actions report<br>and the 1995 Strategic Plan Update for Team review.   |               |
| 14. | Other Business.  |               |
|     | • Linda Kane requested a copy of Commissioner Badgerow's edits on the Mech/Elec "one page" document.   | Team          |
|     | • Michael provided a recap of the initial Senate programming meeting. He noted it to be focused primarily on the functional relationships and organization elements of the Senate. He noted that there will be a follow-up meeting on Thursday July 27.  | Info          |
|     | • Nancy Stark noted that there will be a CAAP Board meeting on Wednesday Aug. 2. She requested the capitol construction summary document and suggested we develop a cover letter to go with it. This will need to be completed this week fro distribution at the meeting.  | Team          |
|     | • Nancy noted that the Lobbyists are still a tenant group to contact and understand their needs in the restored building.  | Team          |
|     | • There was discussion as to the timing of the Pre-Design update. It was noted that this was scheduled for completion at the end of August. This could also be used in a preliminary submittal for the C.M. selection process.   | Team          |
|     | <ul> <li>Nancy asked for further information about the Ohio Friends<br/>organization and their involvement with the Ohio State House<br/>project.</li> </ul>   | Team          |
|     | • Nicky Giancola attended the latter part of the meeting to discuss the potential for requesting services of a professional marketing firm to assist the roll-out process. This firm would be involved with determining the "tag line," designing and developing the brochure and advising on the roll-out process. This will be an ongoing discussion relative to funding source and scope of work. | Info          |

The next meeting is scheduled for (August 14, 2006).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: August 16, 2006

**MEETING** 

2.

Purpose: Weekly Review Meeting #18

Date: August 15, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul MandellCAAPBPaul.mandell@state.mn.usLinda KaneSAOLinda.kane@state.mn.usMichael BjornbergHGAMbjornberg@hga.com

COPIES: Those Present

Kath Ouska Dept of Administration Kath.ouska@state.mn.us
Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

Design Team HGA+SCA

File

|    | Item   | Action By | Due |  |
|----|--|-----------|-----|--|
| 1. | Purpose.   |           |     |  |
|    | This meeting is part of a series of weekly undate meetings | Info      |     |  |

This meeting is part of a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team.

General. Info

There was a general update on the project related activities of the last 2 weeks.

| Iten         | n   | Action By Due |
|--------------|---|---------------|
| . Key        | Upcoming Dates.   | Info          |
|              | as noted that there were some key dates for the design to be aware of:  |               |
| •            | • The next Schooley Caldwell trip to Minnesota to be scheduled.   | SCA           |
| •            | Senate programming meetings to be scheduled for a "stacking/planning" session.  | SCA/HGA       |
| 1            | We discussed setting up a Capitol Restoration Summit meeting. It has been noted that a Summit meeting may not occur until after the election in November.                           |               |
| . Web        | Site.   |               |
| yet t        | re was general discussion about the project web site. It is o be determined how it will be operated and managed – 0, Dept of Admin, Design team.                                    |               |
| that         | re was further discussion about the Web Site. It was noted<br>the main contact for this will be Betsy Braesch,<br>201.2377 at the SAO.  |               |
| HG.          | A has been discussing a web site link.  |               |
|              | hing new to report here — waiting till further information on project evaluation by Marketing Consultant.   | Ongoing       |
| . Tea        | m Space.  |               |
| Nof          | further action/information at this time.  |               |
| . Nex        | kt "6 Weeks."   |               |
| Preli        | minary Budget numbers are due by October 15, 2006.  | Team          |
| the en       | current schedule plan is to complete the Concept Design documents by nd of July, with estimating to follow into August, with the Pregn Draft for State Review at the end of August. |               |
|              | la noted that we should be aware of the State Requirements for a<br>Design Submittal available at the Web Site:   | Team          |
| <u>http:</u> | //www.state.mn.us/portal/mn/jsp/home.do?agency=SAO  |               |
| mem          | discussed distribution (approx. 12 copies): Steering Committee<br>bers, Jim Rhodes, Commissioner Badgerow, Gordon Christofferson<br>.201.2380.)                                     |               |
|              | la noted that a Sustainable Design Narrative should be included in<br>Pre-Design.   |               |
| . Ong        | going Capitol Projects.   |               |
| of o         | nael noted that the Design team would like to be apprised ngoing Capitol improvement projects. It was noted that dy Specht would be the best source for this information.           |               |
| HG.          | A to follow-up with Gordy.  | Team          |

Team

| ı aşc |   |           |     |
|-------|---|-----------|-----|
|       | Item  | Action By | Due |
|       | Ongoing.  | Info      |     |
|       | Linda Kane provided HGA with a packet of ongoing work.  |           |     |
| 8.    | SCA Schedule/Upcoming Meetings.   |           |     |
|       | We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows:  |           |     |
|       | CAAPB suggested that a future presentation may be arranged with The Friends of the Capitol, the 2005 Commission, and the Cass Gilbert Society.  | Info      |     |
|       | <b>September:</b> Potential meetings include Steering Committee, Advisory Committee, CAAPB Advisors, 2005 Commission and Governor's Staff.  | HGA/SCA   |     |
|       | October: CAAP Board Presentation, Design Roll-out.  |           |     |
|       | Nancy asked about a "Historical Summit" engaging the local preservation groups for input. It was determined that this would wait until the Roll-out is activated.   | Info      |     |
| 9.    | Contractor Input.   |           |     |
|       | There was discussion about early involvement of a Construction Manager and the process for initiating such involvement. Further discussion is required to determine the amount of funding required for pre-construction services, the State requirements for funding and the appropriate timing for selection and involvement. It was noted that there may be an issue of paying for contractor services prior to construction. | Info      |     |
|       | A document was distributed indicating State procedures for engaging the services of a Construction Manager for this project. Ensuing discussion followed relative to schedule for this process. It was determined that the process would likely mirror that of the A/E team selection process.  |           |     |
|       | HGA noted that it may be possible to produce a 50% complete set of Schematic Design Documents for this selection process.   |           |     |
|       | Ongoing discussion.   | Info      |     |
| 10.   | Asset Preservation work.  |           |     |
|       | Linda noted that we can begin work on the first Asset Preservation Work Order which is the ADA access to the Senate Chambers. Linda noted this effort to be initiated on an hourly basis to determine the scope and direction. Linda noted that we are to connect with Jim Greenwalt, the project initiator, Gordy Specht of Plant Management and herself. Linda to set up initial meeting.                                     | Info      |     |
|       | A meeting/walk-through was held on June 28 with Sven Lindquist, Jim Greenwalt, Linda Kane and Michael Bjornberg.  |           |     |

|     | Item  | Action By Due |
|-----|---|---------------|
|     | This work has begun and is being performed by Leigh Rolfshus from HGA.  |               |
|     | A meeting has been scheduled for Friday August 18 to review the Senate options.   | Info          |
|     | Linda Kane requested an estimate of hours to complete the study phase.  | HGA           |
|     | HGA provided this on August 16.   |               |
| 11. | Background Documentation.   |               |
|     | Linda Kane noted that the State and the Historical Society have been discussing the notion of digitizing the Cass Gilbert Capitol drawings and there may be a solution at hand. Linda noted that HGA should contact Bob Horton.                       |               |
|     | Meeting has been set for Thursday August 24 at 9:00. Location to be determined.   | S.A.O.        |
| 14. | Programming.  |               |
|     | Michael provided a recap of the initial Senate programming meeting. He noted it to be focused primarily on the functional relationships and organization elements of the Senate. He noted that there will be a follow-up meeting on Thursday July 27. |               |
|     | Follow-up meting went well. Next meeting will be to develop a stacking diagram for he building.   | Team          |
|     | Nancy noted that the Lobbyists are still a tenant group to contact and understand their needs in the restored building.   | T. C          |
|     | Lobbyists were interviewed by Jayne Vandenburgh.  | Info          |
| 15. | Information Requests  |               |
|     | Linda Kane requested a copy of Commissioner Badgerow's edits on the Mech/Elec "one page" document.  | Info          |
|     | Provide by HGA.   |               |
|     | Nancy asked for further information about the Ohio Friends organization and their involvement with the Ohio State House project.  |               |
|     | Ongoing.  | SCA           |
| 16. | Construction Manager Delivery.  |               |
|     | There was discussion about the procurement process for the C.M. S.A.O. is requesting HGA assistance in establishing the RFP for the C.M. Can University of Minn. examples be provided by HGA reviewed?  |               |
|     | The schedule for the process will mirror that of the $A/E$ selection last year.   |               |
|     | There was discussion of requirements to select a C.M. and whether the C.M. would be a part of the "design team" until construction is   |               |

Minnesota State Capitol Interior Restoration August 17, 2006 Page 5

Item Action By Due authorized.

The next meeting is scheduled for (August 22, 2006).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.



Kath.ouska@state.mn.us

Nicky.giancola@state.mn.us

PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: August 28, 2006

**MEETING** 

Purpose: Weekly Review Meeting #19

Date: August 22, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul MandellCAAPBPaul.mandell@state.mn.usLinda KaneSAOLinda.kane@state.mn.usMichael BjornbergHGAMbjornberg@hga.com

COPIES: Those Present

Kath Ouska Dept of Administration
Nicky Giancola Dept of Administration

Design Team HGA+SCA

File

|    | Item   | Action By | Due |  |
|----|--|-----------|-----|--|
| 1. | Purpose.   |           |     |  |
|    | This meeting is part of a series of weekly undate meetings | Info      |     |  |

This meeting is part of a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team.

2. **General.** Info

There was a general update on the project related activities of the last 2 weeks.

## 3. Key Upcoming Dates.

 The next Schooley Caldwell trip to Minnesota to be scheduled, likely the first week of September.

SCA/HGA

• Senate programming meetings to be scheduled for a "stacking/planning" session.

We discussed setting up a Capitol Restoration Summit meeting. It has been noted that a Summit meeting may not occur until after the election in November.

Hammel, Green and Abrahamson, Inc. HGA Architects and Engineers, LLC HGA Architects and Engineers, LLP 701 Washington Avenue North • Minneapolis, Minnesota USA 55401-1180

Telephone 612.758.4000 Facsimile 612.758.4199

Item Action By Due 4. Web Site. There was general discussion about the project web site. It is yet to be determined how it will be operated and managed -SAO, Dept of Admin, Design team. There was further discussion about the Web Site. It was noted that the main contact for this will be Betsy Braesch, 296.201.2377 at the SAO. Nothing new to report here – waiting till further information Ongoing on project and evaluation by Marketing Consultant. 5. Team Space. No further action/information at this time. Next "6 Weeks." 6. Team Preliminary Budget numbers are due by October 15, 2006. Team The current schedule plan is to complete the Concept Design documents by the end of July, with estimating to follow into August, with the Pre-Design Draft for State Review early September. Team We discussed distribution (approx. 12 copies): Steering Committee members, Jim Rhodes, Commissioner Badgerow, Gordon Christofferson (651.201.2380.) Team Linda noted that a Sustainable Design Narrative should be included in the Pre-Design. 7. Ongoing Capitol Projects. Michael noted that the Design team would like to be apprised Info of ongoing Capitol improvement projects. It was noted that Gordy Specht would be the best source for this information. HGA to follow-up with Gordy. Linda Kane provided HGA with a packet of ongoing work. SCA Schedule/Upcoming Meetings. 8. We discussed the potential meetings for the next planned SCA trips to Minnesota. It was suggested that it may be as follows: CAAPB suggested that a future presentation may be arranged Info with The Friends of the Capitol, the 2005 Commission, and the Cass Gilbert Society. Team **September:** Potential meetings include Steering Committee, CAAPB Advisors, and presentations to Speaker Sviggum, the Governor's Staff, and MNHS Staff. October: CAAP Board Presentation, Advisory Committee, 2005 Commission, Design Roll-out. Info

Nancy asked about a "Historical Summit" engaging the local

|     | Item  | Action By Due |
|-----|---|---------------|
|     | preservation groups for input. It was determined that this would wait until the Roll-out is activated.  | •             |
| 9.  | Asset Preservation work.  |               |
|     | Linda noted that we can begin work on the first Asset<br>Preservation Work Order which is the ADA access to the<br>Senate Chambers.   | Info          |
|     | A meeting/walk-through was held on June 28 with Sven Lindquist, Jim Greenwalt, Linda Kane and Michael Bjornberg.  |               |
|     | A meeting has been scheduled for Monday August 28 to review the Senate rest rooms and, Chamber accessibility options.   | HGA           |
| 10. | Background Documentation.   |               |
|     | Linda Kane noted that the State and the Historical Society have been discussing the notion of digitizing the Cass Gilbert Capitol drawings and there may be a solution at hand. Linda noted that HGA should contact Bob Horton.     |               |
|     | Meeting has been set for Thursday August 24 at 9:00. Location to be determined.   |               |
|     | Meeting was held. In attendance were: Linda Kane, Robert Horton,<br>Dennis Meissner, Giny Lackovic and Michael Bjornberg.   | Team          |
|     | Design team to prepare RFP for duplication process.   | Team          |
| 14. | Programming.  |               |
|     | Most departments have had initial interviews and follow-up interviews. The remaining department to be completed is the Senate. There have been two initial meetings and another to be scheduled to review optimum stacking options. | Team          |
| 15. | Information Requests  |               |
|     | Nancy asked for further information about the Ohio Friends organization and their involvement with the Ohio State House project.  | SCA           |
| 16. | Construction Manager Delivery.  |               |
|     | There was discussion about the procurement process for the C.M. S.A.O. is requesting HGA assistance in establishing the RFP for the C.M. Can University of Minn. examples be provided by HGA reviewed?                              |               |
|     | The schedule for the process will mirror that of the A/E selection last year.   |               |
|     | There was discussion of requirements to select a C.M. and whether the C.M. would be a part of the "design team" until construction is authorized.   |               |
|     | It was requested that the design team prepare an proposal to develop an R.F.P. for Construction Manager at Risk selection. Initially, the C.M.  | Team          |

Minnesota State Capitol Interior Restoration August 28, 2006 Page 4

Item Action By Due

will be a part of the design team, until construction funding is in place.

17.

The next meeting is scheduled for (August 29, 2006).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: September 7, 2006

**MEETING** 

Purpose: Weekly Review Meeting #20

Date: September 5, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul MandellCAAPBPaul.mandell@state.mn.usLinda KaneSAOLinda.kane@state.mn.usMichael BjornbergHGAMbjornberg@hga.comBob LoversidgeSCArdl@sca-ae.com

COPIES: Those Present

Kath Ouska Dept of Administration Kath.ouska@state.mn.us
Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

Design Team HGA+SCA

File

|    | Item     | Action By | Due |
|----|----------|-----------|-----|
| 1. | Purpose. |           |     |

This meeting is part of a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team.

Info

2. **General.** Info

There was a general update on the project related activities of the last 2 weeks.

3. **Key Upcoming Events.** Info

We discussed setting up a Capitol Restoration Summit meeting. It has been noted that a Summit meeting may not occur until after the election in November.

Hammel, Green and Abrahamson, Inc. HGA Architects and Engineers, LLC HGA Architects and Engineers, LLP 701 Washington Avenue North • Minneapolis, Minnesota USA 55401-1180

Telephone 612.758.4000 Facsimile 612.758.4199

### 4. Web Site.

There was general discussion about the project web site. It is yet to be determined how it will be operated and managed – SAO, Dept of Admin, Design team.

There was further discussion about the Web Site. It was noted that the main contact for this will be Betsy Braesch, 296.201.2377 at the SAO.

Nothing new to report here – waiting till further information on project and evaluation by Marketing Consultant.

Marketing Consultant was selected on September 6, 2006.

5. Next "6 Weeks."

Preliminary Budget requests are due to Governor by October 16, 2006.

It was noted that the next 6 weeks will involve preparing for the Roll-out of he Budget request and the Design.

The next 3 weeks will involve completing the review and editing of the Pre-Design Update, assessment of Security recommendations by the Security Consultant and distribution of the Pre-Design Update.

The current schedule plan is to complete the Concept Design documents by the end of July, with estimating to follow into August, with the Pre-Design Draft for State Review early September.

6. SCA Schedule/Upcoming Meetings.

We discussed the potential meetings for the next planned SCA trips to Minnesota, which is scheduled to be the week of

It was suggested that it may be as follows:

**September:** Potential meetings include:

Steering Committee (present the Pre-Design Update),

CAAPB Advisors (to review Site Options/Aurora Avenue),

Presentations to Speaker Sviggum (September 12),

Governor's Staff (to be scheduled),

MNHS Staff (tentatively set for the week of September 18),

Rep. Brod & McNamara (September 13),

Senator Cohen (September 20.).

October: Info

CAAP Board Presentation, Advisory Committee, 2005 Commission, Design Roll-out.

CAAPB suggested that a future presentation may be arranged with The Friends of the Capitol, the 2005 Commission, and

Ongoing

Team

Team

г

Team

\_ \_

Info

the Cass Gilbert Society.

Nancy asked about a "Historical Summit" engaging the local preservation groups for input. It was determined that this would wait until the Roll-out is activated.

# 7. Asset Preservation Work.

Linda noted that we can begin work on the first Asset Preservation Work Order which is the ADA access to the Senate Chambers. Info

A meeting has been scheduled for Monday August 28 to review the Senate rest rooms and, Chamber accessibility options.

An option was developed based upon discussions at the meeting and has been sent to the Senate for review. The cost estimate is being updated for this option.

Team

# 8. Background Documentation.

Linda Kane noted that the State and the Historical Society have been discussing the notion of digitizing the Cass Gilbert Capitol drawings and there may be a solution at hand. Linda noted that HGA should contact Bob Horton.

Meeting has been set for Thursday August 24 at 9:00. Location to be determined.

Meeting was held. In attendance were: Linda Kane, Robert Horton, Dennis Meissner, Ginny Lackovic and Michael Bjornberg.

Design team to prepare RFP for duplication process.

Team

# 14. **Programming.**

Most departments have had initial interviews and follow-up interviews. The remaining department to be completed is the Senate. There have been two initial meetings and another to be scheduled to review optimum stacking options.

• Senate programming meetings to be scheduled for a "stacking/planning" session.

Senate programming meetings occurred on this trip. The resulting information is being incorporated into the program document.

Team

Linda also meet the Lobbyists and has incorporated this information into the program.

# 15. **Information Requests.**

Nancy asked for further information about the Ohio Friends organization and their involvement with the Ohio State House project.

Info

Bob related his experience with the "Capitol Square Foundation" – it

was a Private Sector 501 C3 foundation. It was not interested in bricks or mortar fundraising, but did raise funds for education funding. It was noted that this mirrors the efforts and conclusions of the Friends organization here - an unwillingness for donors to provide funds for the building, but more willing to provide for art and other items not considered to be the "State's responsibility.".

# 16. Construction Manager Delivery.

There was discussion about the procurement process for the C.M. S.A.O. is requesting HGA assistance in establishing the RFP for the C.M. Can University of Minn. examples be provided by HGA reviewed?

The schedule for the process will mirror that of the A/E selection last year.

There was discussion of requirements to select a C.M. and whether the C.M. would be a part of the "design team" until construction is authorized.

It was requested that the design team prepare a proposal to develop an R.F.P. for Construction Manager at Risk selection. Initially, the C.M. will be a part of the design team, until construction funding is in place.

Linda Kane noted that she had acquired a copy of the University of Minnesota's C.M. at Risk RFP and would send that to HGA.

(Document received 8/16/06.)

Ongoing discussion about who initiates the RFP, prequalification requirements, and relationship to materials Management Division.

# 17. Pre Design Update.

Pre-design draft distributed for initial review at this meeting. The draft distributed was for review and comment about content and organization. This document is still in editing status and will be further developed.

We discussed final distribution of the document (approx. 12 copies): Steering Committee members, Jim Rhodes, Commissioner Badgerow, Gordon Christofferson (651.201.2380.)

Team

Info

Info

The next meeting is scheduled for (September 12, 2006).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: September 14, 2006

**MEETING** 

Purpose: Weekly Review Meeting #21

Date: September 12, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

**CAAPB** Nancy.stark@state.mn.us PRESENT: Nancy Stark

> Paul Mandell **CAAPB** Paul.mandell@state.mn.us SAO Linda.kane@state.mn.us Linda Kane Mbjornberg@hga.com Michael Bjornberg **HGA** HGA bgreco@hga.com **Becky Greco**

COPIES: Those Present

> Dept of Administration Kath.ouska@state.mn.us Kath Ouska Dept of Administration Nicky.giancola@state.mn.us Nicky Giancola

HGA+SCA Design Team

File

| Item         | Action By | Due |
|--------------|-----------|-----|
| <br><b>T</b> |           |     |

#### 1 Purpose.

This meeting is part of a series of weekly update meetings schedule for representatives from CAAPB, SAO and the HGA/SCA design team.

Info

Info

Info

2. General.

There was a general update on the project related activities of the last 2 weeks.

#### 3. Key Upcoming Events.

We discussed setting up a Capitol Restoration Summit meeting. It has been noted that a Summit meeting may not occur until after the election in November.

Hammel, Green and Abrahamson, Inc. HGA Architects and Engineers, LLC HGA Architects and Engineers, LLP

701 Washington Avenue North • Minneapolis, Minnesota USA 55401-1180

Telephone 612.758.4000 Facsimile 612.758.4199

#### 4. Web Site.

There was general discussion about the project web site. It is yet to be determined how it will be operated and managed – SAO, Dept of Admin, Design team.

There was further discussion about the Web Site. It was noted that the main contact for this will be Betsy Braesch, 296.201.2377 at the SAO.

Nothing new to report here – waiting till further information on project and evaluation by Marketing Consultant.

Marketing Consultant was selected on September 6, 2006.

First meeting is scheduled for Thursday, September 14.

# 5. Next "6 Weeks."

Preliminary Budget requests are due to Governor by October 16, 2006.

It was noted that the next 6 weeks will involve preparing for the Roll-out of he Budget request and the Design.

The next 3 weeks will involve completing the review and editing of the Predesign Update, assessment of Security recommendations by the Security Consultant and distribution of the Predesign Update.

## 6. SCA Schedule/Upcoming Meetings.

We discussed the potential meetings for the next planned SCA trips to Minnesota, which is scheduled to be the week of

It was suggested that it may be as follows:

**September:** Potential meetings include:

Steering Committee (present the Pre-Design Update),

CAAPB Advisors (to review Site Options/Aurora Avenue),

Presentations to Speaker Sviggum (September 12),

Governor's Staff (September 15),

MNHS Staff (tentatively set for the week of September 18),

Rep. Brod & McNamara (September 13),

Senator Cohen (September 20.).

October: Info

CAAP Board Presentation, Advisory Committee, 2005 Commission, Design Roll-out.

CAAPB suggested that a future presentation may be arranged with The Friends of the Capitol, the 2005 Commission, and the Cass Gilbert Society.

Nancy asked about a "Historical Summit" engaging the local

Ongoing

Team

All

Info

|     | Item  | Action By Due |
|-----|---|---------------|
|     | preservation groups for input. It was determined that this would wait until the Roll-out is activated.  |               |
| 7.  | Asset Preservation Work.  |               |
|     | Linda noted that we can begin work on the first Asset<br>Preservation Work Order which is the ADA access to the<br>Senate Chambers.   | Info          |
|     | A meeting has been scheduled for Monday August 28 to review the Senate rest rooms and, Chamber accessibility options.   |               |
|     | An option was developed based upon discussions at the meeting and has been sent to the Senate for review. The cost estimate is being updated for this option.   |               |
|     | The new drawings and estimate will be sent to Linda this week.  | Team          |
| 8.  | Background Documentation.   |               |
|     | Linda Kane noted that the State and the Historical Society have been discussing the notion of digitizing the Cass Gilbert Capitol drawings and there may be a solution at hand. Linda noted that HGA should contact Bob Horton.     |               |
|     | Meeting has been set for Thursday August 24 at 9:00.<br>Location to be determined.  |               |
|     | Meeting was held. In attendance were: Linda Kane, Robert<br>Horton, Dennis Meissner, Ginny Lackovic and Michael<br>Bjornberg.   |               |
|     | Design team to prepare RFP for duplication process.   | Team          |
| 14. | Programming.  |               |
|     | Most departments have had initial interviews and follow-up interviews. The remaining department to be completed is the Senate. There have been two initial meetings and another to be scheduled to review optimum stacking options. | Info          |
|     | <ul> <li>Senate programming meetings to be scheduled for a<br/>"stacking/planning" session.</li> </ul>  |               |
|     | Senate programming meetings occurred on this trip. The resulting information is being incorporated into the program document.   |               |
|     | Linda also met with the Lobbyists and has incorporated this information into the program.   |               |
|     | It was noted that the Press has requested an additional face-to-face meeting to discuss their needs. There had previously been a questionnaire sent to them and responses were incorporated into the Program Update.                | Info          |
| 15. | Information Requests.   |               |

# 15. **Information Requests.**

Nancy asked for further information about the Ohio Friends

Item Action By Due organization and their involvement with the Ohio State House project. Info Bob related his experience with the "Capitol Square Foundation" – it was a Private Sector 501 C3 foundation. It was not interested in bricks & mortar fundraising, but did raise funds for education funding. It was noted that this mirrors the efforts and conclusions of the Friends organization here - an unwillingness for donors to provide funds for the building, but more willing to provide for art and other items not considered to be the "State's responsibility.". 16. Construction Manager Delivery. There was discussion about the procurement process for the C.M. S.A.O. is requesting HGA assistance in establishing the RFP for the C.M. Can University of Minn. examples be provided by HGA reviewed? The schedule for the process will mirror that of the A/E selection last year. There was discussion of requirements to select a C.M. and whether the C.M. would be a part of the "design team" until construction is authorized. It was requested that the design team prepare a proposal to develop an R.F.P. for Construction Manager at Risk selection. Initially, the C.M. will be a part of the design team, until construction funding is in place. Info Linda Kane noted that she had acquired a copy of the University of Minnesota's C.M. at Risk RFP and would send that to HGA. (Document received 8/16/06.) Ongoing discussion about who initiates the RFP, prequalification requirements, and relationship to materials Management Division. Team Team to secure fee range for C.M. Pre-construction services. Predesign Update. 17. Predesign draft distributed for initial review at this meeting. Team The draft distributed was for review and comment about content and organization. This document is still in editing status and will be further developed. We discussed final distribution of the document (approx. 12) copies): Steering Committee members, Jim Rhodes, Commissioner Badgerow, Gordon Christofferson (651.201.2380.)

CAAPB and SAO offered their edits for the Predesign document. These were reviewed and then submitted to HGA for inclusion. Edits were

Info

Minnesota State Capitol Interior Restoration September 14, 2006 Page 5

Item

incorporated and the edit originals returned on September 14. Final draft document is in production at this time.

18. Preliminary Conceptual Cost Estimate.

The conceptual cost estimate was reviewed and discussed. It was noted that that the estimate was prepared with input from HGA estimating, HGA and SCA disciplines, CPMI, McGough Construction, and mechanical and electrical subcontractors. The numbers are based on the conceptual design documents and other assumed project related costs.

Nancy asked if HGA/SCA were using BIM at this time.

Team

The next meeting is scheduled for (September 19, 2006).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.



PROJECT: Minnesota State Capitol Interior Restoration

HGA Commission Number 0476-028-00

FROM: Michael Bjornberg WRITER'S DIRECT DIAL 612-758-4385

DATE: September 27, 2006

**MEETING** 

Purpose: Weekly Review Meeting #22

Date: September 26, 2006 Time: 1:30 p.m.

Location: CAAPB Offices

PRESENT: Nancy Stark CAAPB Nancy.stark@state.mn.us

Paul MandellCAAPBPaul.mandell@state.mn.usLinda KaneSAOLinda.kane@state.mn.usMichael BjornbergHGAMbjornberg@hga.com

COPIES: Those Present

Kath Ouska Dept of Administration Kath.ouska@state.mn.us
Nicky Giancola Dept of Administration Nicky.giancola@state.mn.us

Design Team HGA+SCA

File

|    | Item  | Action By Due |  |
|----|---|---------------|--|
| 1. | Purpose.  |               |  |
|    | This meeting is part of a series of weekly update meetings schedule for representatives from CAAPB, SAO and the | Info          |  |
|    | HGA/SCA design team.  |               |  |

2. **General.** Info

There was a general update on the project related activities of the last 2 weeks.

3. **Key Upcoming Events.** Info

We discussed setting up a Capitol Restoration Summit meeting. It has been noted that a Summit meeting may not occur until after the election in November.

Hammel, Green and Abrahamson, Inc. HGA Architects and Engineers, LLC HGA Architects and Engineers, LLP 701 Washington Avenue North • Minneapolis, Minnesota USA 55401-1180

Telephone 612.758.4000 Facsimile 612.758.4199

Item Action By Due 4. Web Site. There was general discussion about the project web site. It is yet to be determined how it will be operated and managed -SAO, Dept of Admin, Design team. There was further discussion about the Web Site. It was noted that the main contact for this will be Betsy Braesch, 296.201.2377 at the SAO. Nothing new to report here – waiting till further information on project and evaluation by Marketing Consultant. Marketing Consultant was selected on September 6, 2006. First meeting is scheduled for Thursday, September 14. Ongoing Follow-up meeting scheduled for October 4, 2006. 5. Next "6 Weeks." All Preliminary Budget requests are due to Governor by October 16, 2006. It was noted that the next 6 weeks will involve preparing for Team the Roll-out of he Budget request and the Design. The next 3 weeks will involve completing the review and editing of the Predesign Update, assessment of Security recommendations by the Security Consultant and distribution of the Predesign Update. Team The Predesign Final Draft was noted to be near complete and ready for printing. 6. SCA Schedule/Upcoming Meetings. We discussed the potential meetings for the next planned SCA trips to Minnesota, which is scheduled to be the week of It was suggested that it may be as follows: Info October: CAAP Board Meeting (potential dates are October 25 and 30), Steering Committee (present the Pre-Design Update), CAAPB Advisors (to review Site Options/Aurora Avenue), Marketing Ideas Session, Advisory Committee, 2005 Commission Design Roll-out, Ongoing presentations. Nancy noted that Bill Seale is to speak at the Cass Gilbert Society Info

CAAPB suggested that a future presentation may be arranged with The Friends of the Capitol, the 2005 Commission, and

meeting scheduled for October 31, 2006.

the Cass Gilbert Society.

Nancy asked about a "Historical Summit" engaging the local preservation groups for input. It was determined that this would wait until the Roll-out is activated.

### 7. Asset Preservation Work.

Linda noted that we can begin work on the first Asset Preservation Work Order which is the ADA access to the Senate Chambers. Info

A meeting has been scheduled for Monday August 28 to review the Senate rest rooms and, Chamber accessibility options.

An option was developed based upon discussions at the meeting and has been sent to the Senate for review. The cost estimate is being updated for this option.

The design documents and estimates have been delivered to S.A.O. for review. Upon approval to proceed the team will develop the Construction Documents.

S.A.O.

# 8. Background Documentation.

Linda Kane noted that the State and the Historical Society have been discussing the notion of digitizing the Cass Gilbert Capitol drawings and there may be a solution at hand. Linda noted that HGA should contact Bob Horton.

Meeting has been set for Thursday August 24 at 9:00. Location to be determined.

Meeting was held. In attendance were: Linda Kane, Robert Horton, Dennis Meissner, Ginny Lackovic and Michael Bjornberg.

Design team to prepare RFP for duplication process.

Team

RFP is ready to be reviewed.

## 14. **Programming.**

Most departments have had initial interviews and follow-up interviews. The remaining department to be completed is the Senate. There have been two initial meetings and another to be scheduled to review optimum stacking options.

Info

• Senate programming meetings to be scheduled for a "stacking/planning" session.

Senate programming meetings occurred on this trip. The resulting information is being incorporated into the program document.

Linda also met with the Lobbyists and has incorporated this information into the program.

| -   | Item   | Action By | Due |
|-----|--|-----------|-----|
|     | It was noted that the Press has requested an additional face-to-face meeting to discuss their needs. There had previously been a questionnaire sent to them and responses were incorporated into the Program Update.   | Info      |     |
| 15. | Construction Manager Delivery.   |           |     |
|     | There was discussion about the procurement process for the C.M. S.A.O. is requesting HGA assistance in establishing the RFP for the C.M. Can University of MN examples be provided by HGA reviewed?  |           |     |
|     | The schedule for the process will mirror that of the A/E selection last year.  |           |     |
|     | There was discussion of requirements to select a C.M. and whether the C.M. would be a part of the "design team" until construction is authorized.  |           |     |
|     | It was requested that the design team prepare a proposal to develop an R.F.P. for Construction Manager at Risk selection. Initially, the C.M. will be a part of the design team, until construction funding is in place.   | Info      |     |
|     | Linda Kane noted that she had acquired a copy of the University of Minnesota's C.M. at Risk RFP and would send that to HGA.  | inio      |     |
|     | (Document received 8/16/06.)   |           |     |
|     | Ongoing discussion about who initiates the RFP, prequalification requirements, and relationship to materials Management Division.  |           |     |
|     | Team to secure fee range for C.M. Pre-construction services. Fees ranges were provided from HGA to S.A.O.  |           |     |
|     | The State is reviewing proposals and his securing advisement from Harvey Jaeger.   | Info      |     |
| 16. | Preliminary Conceptual Cost Estimate.  |           |     |
|     | The conceptual cost estimate was reviewed and discussed. It was noted that that the estimate was prepared with input from HGA estimating, HGA and SCA disciplines, CPMI, McGough Construction, and mechanical and electrical subcontractors. The numbers are based on the conceptual design documents and other assumed project related costs. | INFO      |     |
|     | Nancy asked if HGA/SCA were using BIM at this time.  | Team      |     |
|     | J ,  |           |     |

The next meeting is scheduled for (October 10 2006).

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

Minnesota State Capitol Interior Restoration September 27, 2006 Page 5

 $s:\ 0000\ 476\ 028-00\ work\ reports\ portpd\ pre-design\ rjm\ 08-appendix\ g-meeting\ minutes\ 09-26-06\ caapb\ meeting\ \#22\ notes.doc$